



WILLIAM & MARY

Graduate Arts & Sciences

Leave of Absence Request Form

Use this form to leave of absence. Note: If you are a Virginia resident, prior to registration and before you return to classes you must submit an "Application for Virginia In-state Tuition Privileges," even if you have already submitted the application previously.

International students must consult with the Reves Center about how a leave might affect visa status.

Instructions

Complete the form and attach a formal written request that briefly explains the purpose of your leave.

Signatures required before returning the form:

- Student;
- Advisor;
- Director of Graduate Studies for the student's graduate program;
- Additional signature as needed and indicated on the form.

Return form and formal written request to the Office of Graduate Studies (dean-gsr@wm.edu).

Use your W&M email account when returning forms to the OGS.



WILLIAM & MARY
Graduate Arts & Sciences

OFFICE OF GRADUATE STUDIES
Blow Memorial Hall (Suite 326), 262 Richmond Road
757-221-1966 | dean-gsr@wm.edu

Leave of Absence Request

Student's Name: T. Griffin Banner ID #: 939999999

Dept/Program: M.A. - ANTH Degree: M.A. M.S. M.P.P. Ph.D.

I request permission to take a leave of absence from my program, for the following period of time:

Up to One Semester Semester | Year _____

Up to One Year From Semester | Year _____ To Semester | Year _____

Purpose of Leave: Attach a formal written request to this form that provides a concise summary of the purpose of the leave requested.

Student Signature _____ Date _____

Advisor or Director of Graduate Studies comments on conditions/expectations:

Advisor: Print Name | Signature _____ Date _____

Director of Graduate Studies: Print Name | Signature _____ Date _____

(International Students) Reves Center Advisor: Print Name | Signature _____ Date _____

Vice Dean for Research and Graduate Studies Signature	Date
Time-to-degree expires: _____	Revised time-to-degree expires: _____
Admission term: _____	
Graduate Registrar _____	