

## 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.

## Leave of Absence Request

Student's Name: R.T. Griffin Banner ID #: 93999999

Dept/Program: \_\_\_\_\_ Degree:  M.S.  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

\_\_\_\_\_  
Associate Dean for Research and Graduate Studies Signature Date

Time-to-degree expires: \_\_\_\_\_ Revised time-to-degree expires: \_\_\_\_\_

Admission term: \_\_\_\_\_

Processed: \_\_\_\_\_