



William & Mary School of Education

Request for Leave of Absence

Leave of Absence

The Associate Dean of Academic Programs may grant leaves of absence. A request for an extension of a current leave of absence will be considered as a new request. Requests for a leave of absence should be submitted at least 30 days prior to the leave request date.

Please Print:

Student ID # 93 _____ Name _____

Degree Program & Concentration: _____

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

FROM: _____ UNTIL: _____

NOTE: The requested leave can be no more than one year in duration.

PURPOSE OF LEAVE: You must attach a written request to this form. Use the section below to provide a brief summary of the purpose of the leave requested. Also provide any additional documentation to support your request.

Student Signature: _____ Date: _____

APPROVALS

Recommendation of Advisor: Approved Denied

Signature: _____ Date: _____

Associate Dean Approval: Approved Denied

Signature: _____ Date: _____

Office Use ONLY
Date Processed _____ New Program Expiration _____