



Penn Arts & Sciences Graduate Division

PhD/AM/MS Leave of Absence Form

Student's Name: Penn ID:
Last Name First Name

School:

Graduate Group/Department:

Graduate Group Chair:

Faculty Advisor:

Email while on leave:

Telephone number while on leave:

Leave will begin: Date Semester Year

Please indicate the **last date** you attended classes in the current semester:
(If your leave request is for the next semester, please use the last day of classes in the current semester.)

Explain the reasons for your leave and how you plan to spend your time while on leave.

- Military Leave
- Medical Leave
- Personal Leave
- Family Leave

(If requesting a **Family Leave**, please [review the policy and fill out the online form.](#))

Anticipated Return from leave: Semester Year

PhD Students: *If documentation has been requested for a Medical Leave of Absence, please ask your healthcare provider to fax documentation to Student Health Service (attention: Request Leave of Absence at 215-746-1032) and/or CAPS (attention: Request Leave of Absence at 215-573-8966). Do not provide medical documentation to faculty or staff in your Graduate Group.*

Thank you!

We will notify your Graduate Group Chair, Dissertation Advisor, and Graduate Group Coordinator that you intend to take the accommodation and/or leave. You have the option to personally notify them first if you wish. Please allow 3 business days for staff to process your leave request form and notify your graduate group.

Visit the Family Center website for additional resources for students with children, www.familycenter.upenn.edu