

DEPARTMENT OF ANTHROPOLOGY

LEAVE OF ABSENCE REQUEST

A one semester leave of absence request by a graduate student must first be made to the student's advisor prior to the beginning of the semester in question. The student and the advisor will draft a written request to the Anthropology Faculty outlining the reasons for the requested leave, the work to be accomplished (if any) during the leave, and the semester for which the leave is being requested. Written requests will be submitted to the DGS by the advisor and the student jointly and will then be considered formally by the entire Faculty. In a catastrophic situation, such as a sudden grave illness or a severe injury, consideration of a one semester leave of absence can be handled by the DGS without consulting the faculty as a whole.

In accordance with Graduate School regulations, no more than two consecutive and four total semesters in leave of absence status may be requested. International students considering a leave of absence are strongly encouraged to discuss their plans with the International Student & Scholar Services Office prior to making a formal request.

In addition to this form, please have your advisor submit a signed statement of support to the DGS via e-mail.

DATE:

STUDENT NAME:

ADVISOR:

REQUESTED STARTING SEMESTER OF LEAVE OF ABSENCE:

Please include a brief statement outlining the reasons for the requested leave:

What work will be accomplished (if any) during the leave: