

**WHARTON SCHOOL DOCTORAL PROGRAMS  
UNIVERSITY OF PENNSYLVANIA  
3620 Locust Walk, Philadelphia, PA 19104-6302**

**REQUEST FOR LEAVE OF ABSENCE**

*(Return completed form to the Wharton Doctoral Office within 30 days after receipt of Vice Dean's signed approval)*

You must be registered every fall and spring semester or obtain an approved leave of absence in order to maintain your status as a graduate degree candidate. Doctoral students who have attained dissertation status (e.g., MGMT 995) are only eligible for a leave of absence in the event of medical emergency, maternity, military duty or certain dissertation research abroad. A leave of absence does not automatically extend the time limit for completion of degree requirements.

\*Students on leave are still subject to the one-year limit on Incompletes.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ SS#: XXX-XX- \_\_\_\_\_ (last four digits)

Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ Degree: \_\_\_\_ Ph.D.

Advisor: \_\_\_\_\_

Term(s) for which leave is requested: From: \_\_\_\_\_ Return: \_\_\_\_\_  
term year term year

Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use back of form if necessary)

Advisor's Recommendation:

\_\_\_\_\_ Approve

\_\_\_\_\_ Deny

\_\_\_\_\_  
Signature, Department Faculty Ph.D. Coordinator

\_\_\_\_\_  
Date

Action of the Wharton Doctoral Programs Vice Dean:

\_\_\_\_\_ Approve

\_\_\_\_\_ Deny

Condition or other action \_\_\_\_\_

\_\_\_\_\_  
Signature, Wharton Doctoral Programs Vice Dean

\_\_\_\_\_  
Date