

## REQUEST FOR EXTENDED LEAVE OF ABSENCE (CONTINUOUS QUARTERS)

**Student Name:**

**Today's Date:**

**Requested Leave Qtrs** (ex: SPR24, SUM24, AUT24)

**Expected Return Quarter/Year:**

**Instructions:**

*This form is **only** for students requesting multiple quarters of leave (2 min - 4 max); students requesting just a single quarter of leave, please refer to Leave (Single Quarter) in your [student handbook](#). Also, this form's scope is limited to academics (GPN, Grad School, and advisor requirements); insurance, loans, financial awards, ISS/visa, and other obligations are the student's responsibility to address separately.*

1. Review and Complete Sections A – D with your dissertation advisor.
2. Sign Section E (page 2).
3. Return to [neurogrd@uw.edu](mailto:neurogrd@uw.edu). The form will be reviewed by the directors, and you will be notified of their decision.

**Part A: Select a Leave Reason**

MyGrad Leave Request provides a list of common leave reasons, such as: Bonderman Fellowship, Child Care, Course Requirement Not Offered, Dissertation Writing, Elder Care, Employment Opportunity, Internship Opportunity, Family Emergency, Funding Concerns, Health Issues, Military Deployment, Other (please describe), Maternity. **What is your reason for extended leave?**

**Part B: Dissertation Advisor Discussion**

What are your current responsibilities in the lab and how will these obligations be transferred to others?

Outstanding Milestones (see Appendix E in your student handbook). What is your next milestone and when will you complete it after your return quarter?

Funding: will your advisor be able to guarantee your funding upon your expected return quarter?

**Part C: Information on Maintaining Graduate Student Status**

If the extended leave of absence is approved, it is the student's responsibility to maintain graduate student status. In MyGrad Program, submit the [leave request](#) for EVERY approved extended leave quarter (except Summer "vacation" quarter); the leave request for a quarter [opens two weeks](#) before the quarter start. This is necessary to maintain graduate student status.

If the leave extends beyond the approved expected return quarter, further leave requests may not be approved and funding upon return is not guaranteed. Students may also need to [reinstate](#).

