

# Leave of Absence Application Form

CCAS Office of Graduate Studies  
Smith Hall 118  
801 22<sup>nd</sup> Street, NW  
Washington, DC 20052  
Email: [ccasgradserv@gwu.edu](mailto:ccasgradserv@gwu.edu)  
Phone: 202-994-6210

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**Please refer to the guidelines and policies below before completing this form.**

## Policy

- All current students must register every Fall and Spring semester or be on an approved Leave of Absence (LOA).
- All LOA requests must be made for the current term. Retroactive LOA requests will not be approved.
- All CCAS Graduate students may **request** up to two semesters of LOA. Additional semesters will only be approved for Medical/Family emergencies and military deployment.
- There is no guarantee that your LOA request will be approved.
- Semesters of LOA will not affect your time to degree (program deadline).

## Submission Guidelines

- All requests must be signed by your Director of Graduate Studies (DGS). Please submit a completed form and accompanying documentation to your DGS. Your DGS will then submit the completed request to the Office of Graduate Studies.
- Prior to submitting the petition to the Dean for review, your Coordinator may request additional information not included in the original submission.
  - To reduce the turnaround time on your request, please provide sufficient detail so that your Coordinator does not need to follow up for additional information.
- Your Coordinator will contact you via email with the Dean's decision.
- If you are currently receiving an award, your LOA request must include any request for deferral of funding. Awards may not be automatically held for your return.

## If you are receiving funding

- Your award will not automatically carry-over or continue after a Leave of Absence. You need to make a request in your LOA application. For example you will need to request that your Fall award will carry over to the Spring (if you are applying for a LOA in Fall).

## While on a Leave of Absence

- Students on LOA for over 6 months and have a Federal Student Loan will no longer be considered in deferment and will need to start making payments on those loans. Please reach out to the Office of Student Financial Assistance for detailed information.
- Your GW Student Insurance may be affected while you are on a Leave of Absence. Please reach out to Colonial Health Services for how LOA will affect your Student Insurance.
- Your access to GW Libraries and the Learner Health and Wellness Center may be affected.

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CCAS Graduate Dean's Office  
Smith Hall Suite 118  
801 22<sup>nd</sup> Street, NW  
Washington, DC 20052  
Phone 202-994-6210  
Email [ccasgradserv@gwu.edu](mailto:ccasgradserv@gwu.edu)



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**Please refer to the instructions on this form and the guidance on the website before completing.**

Student Name: \_\_\_\_\_ GWID: \_\_\_\_\_

Department/Program: \_\_\_\_\_ Degree: \_\_\_\_\_

Email address: \_\_\_\_\_

Semester requesting LOA: Fall \_\_\_ Spring \_\_\_ Year \_\_\_\_\_

\* Each semester needs new request

Do you currently receive a graduate assistantship, fellowship or tuition award? Yes \_\_\_ No \_\_\_

Reason for Leave of Absence

- \_\_\_ Medical or Family emergency
- \_\_\_ Employment
- \_\_\_ Financial
- \_\_\_ Military deployment
- \_\_\_ Other \_\_\_\_\_

**You must attach documentation clearly detailing your request. The documentation must include justification as to why you believe a Leave of Absence should be granted. If you are currently receiving funding, you must include any requests on retaining your funding. Documentation from a medical practitioner is not necessary.**

Student signature \_\_\_\_\_ Date \_\_\_\_\_

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Director of Graduate Studies: \_\_\_\_\_ Approve \_\_\_ Deny \_\_\_

Comments (Required):

DGS signature: \_\_\_\_\_ Date: \_\_\_\_\_