



# HARVARD GRADUATE SCHOOL OF EDUCATION

## LEAVE OF ABSENCE REQUEST FORM

Ed.M., C.A.S., Ed.L.D., and Ed.D. Candidates

*\*Students: Before completing this application, please review the Leave of Absence policies in the HGSE Student Handbook. If you are in a Harvard sponsored Visa, please visit the HIO before completing this application.*

<b>Name:</b> _____				
<b>HUID:</b> _____		<b>Email:</b> _____		
<b>Program:</b>	Ed.M.	C.A.S.	Ed.L.D.	Ed.D.
<b>Have you previously taken a Leave of Absence?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
If "Yes," please list semester(s): _____				
<b>Requested Leave of Absence Period</b>				
<i>Students may be granted leave for a maximum of two semesters. Those seeking a leave beyond two semesters must apply for an Extended Leave of Absence (see HGSE Student Handbook for more details, including the application process).</i>				
Fall 20 _____	Spring 20 _____	Expected Return Semester: _____		
<b>Requested Fee Structure</b>				
<input type="checkbox"/> Facilities (\$250/semester; access to my.harvard and Harvard libraries)		<input type="checkbox"/> Active File (\$125/semester; no access to my.harvard or libraries)		

### **Reason for Requested Leave of Absence**

*(Please include anticipated consequences of the leave on your course of study.)*

Upon approval, confirmation of this Leave of Absence will be sent to: Student, Associate Dean for Enrollment and Student Services, Director of Financial Aid, Program Director, Program Assistant Director, Director for Master's or Doctoral Studies

<b><i>OFFICE USE ONLY:</i></b> <input type="checkbox"/> Degree Clock Stopped <input type="checkbox"/> Degree Clock Not Stopped   LOA Effective Date: _____
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