



**HARVARD  
GRADUATE SCHOOL OF EDUCATION**

OFFICE OF THE REGISTRAR

**LEAVE OF ABSENCE REQUEST FORM**

Ed.M. and C.A.S. 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.*

**Name:** \_\_\_\_\_

**HUID:** \_\_\_\_\_      **Email:** \_\_\_\_\_

**Program:** Ed.M.      C.A.S.

**Have you previously taken a Leave of Absence?**    Yes       No  
 If "Yes," please list semester(s): \_\_\_\_\_

**Requested Leave of Absence Period**  
*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).*

Fall 20\_\_\_\_      Spring 20\_\_\_\_      Expected Return Semester: \_\_\_\_\_

**Requested Fee Structure**  
 Facilities (\$250/semester; access to my.harvard and Harvard libraries)    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.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**HIO Representative Signature (if applicable):** \_\_\_\_\_

**Financial Aid Officer Signature (if applicable):** \_\_\_\_\_

**Program Director Signature:** \_\_\_\_\_

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**Associate Director for Master's Studies Signature:** \_\_\_\_\_

**OFFICE USE ONLY:**

Degree Clock Stopped       Degree Clock Not Stopped      LOA Effective Date: \_\_\_\_\_