

GRADUATE SCHOOL OF ARTS AND SCIENCES REQUEST FOR MEDICAL LEAVE OF ABSENCE

This form should be completed and returned to the Graduate School of Arts and Sciences, 157 Umrath Hall.
You must also request approval from the Student Health & Counseling Service.

PLEASE PRINT

Today's Date: _____

Name: _____ SSN or ID #: _____
(Last) (First) (Middle)

Department/Program: _____ International Student? No Yes (visa type: _____)

Date you plan to leave school: _____ Expected Semester of Return: _____

Date you plan to leave your local school address: _____

Address during medical leave: _____

City, ST, Zip: _____ Phone: _____

Email during medical leave: _____

Please Note:

The Graduate School does require continuous enrollment even while on medical leave of absence. Students should register for the nonresident candidate fee. This status will not defer student loans. Nonresident status will continue your e-mail account and library privileges may be continued by paying a small fee to Olin Library circulation. The nonresident fee may be waived if on official medical leave approved by the Student Health and Counseling Service.

Student's Signature

Date

Reminder: A medical leave will not be granted without the signature of your graduate program advisor or department chair and approval from the Student Health and Counseling Service.

Form filed by (if other than student requesting leave)

Date

Department Use Only:

Approval Signature: _____ Date _____

Date Leave is Effective (start date): _____

Is student enrolled for classes next semester?

If yes, drop courses? Yes No

Comments: _____

If leaving mid-semester:

Drop Course Work:

_____ With a "D" (does not appear on transcript)
_____ With a "W" (appears on transcript)

Graduate School Use Only:

Notification of Leave Sent To:

_____ Student
_____ Department
_____ Instructors (e-mail before dropping courses)
_____ Assistant to Dean (re remission)
_____ Associate Dean (re financial aid)
_____ Office of International Students (F1 visa only)
_____ MLA Milestone online (1124)
_____ Date Completed

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