**DEPARTMENT OF ANTHROPOLOGY**

**LEAVE OF ABSENCE REQUEST**

Leave of absence policy: A leave of absence request by a graduate student must first go to the student’s advisor; a leave can be requested for no more than one semester. The student and the advisor will draft a written request to the Anthropology Faculty outlining the reasons for the requested leave, the work to be accomplished (if any) during the leave, and the semester for which the leave is being requested. Written requests will be submitted to the DGS by the advisor and the student jointly, and will then be considered formally by the entire Faculty. In a catastrophic case, such as a sudden grave illness or a severe injury, consideration of a one semester leave of absence can handled by the DGS without consulting the faculty as a whole.

**In addition to this form, please have your advisor submit a signed statement of support to the DGS via e-mail.**

**DATE:**

**STUDENT NAME:**

**ADVISOR:**

**REQUESTED STARTING SEMESTER OF LEAVE OF ABSENCE:**

**Please include a brief statement outlining the reasons for the requested leave:**

**What work will be accomplished (if any) during the leave:**