SCHOOL OF MARINE SCIENCE
REQUEST FOR LEAVE OF ABSENCE

VIMS | WILLIAM & MARY
Virginia Institute of Marine Science

STUDENT LAST NAME	STUDENT FIRST NAME	M.I.	BANNER ID	DEGREE PROGRAM

ADMIT TERM & YEAR	LEAVE - REQUESTED BEGIN DATE	LEAVE – EXPECTED END DATE	EXPECTED DEGREE COMPLETION DATE (TERM & YEAR)

MAILING ADDRESS - DURING LEAVE (INCLUDE STREET ADDRESS, CITY, STATE, ZIP/POSTAL CODE, COUNTRY)

EMAIL ADDRESS	PHONE

Leave of Absence Policy:

Under unusual circumstances, and following consultation with a student's advisor or the M.A. Program Director, the Associate Dean for Academic Affairs may grant a leave of absence. An approved leave of absence is limited to a maximum of one calendar year during the student's degree program, and relieves the student of the obligation of paying tuition. It is understood that a student on a leave of absence is not present on campus, not receiving financial support and not drawing upon campus resources. A student must terminate the leave of absence and be a registered student in the semester in which the student's degree requirements are completed and/or in which the student graduates.

The milestone timeline and time limit for degree completion requirements will be stopped for a student with an approved leave of absence. Upon return from approved leave, the student's milestone timeline and time limit to degree completion will resume.

I request a leave of absence from my degree program according to the begin and end dates listed above.

Is this an extension from an earlier request?   **If yes, when did your initial leave of absence begin?**

STUDENT SIGNATURE	DATE SIGNED

Please provide your reason for requesting a leave of absence (or extending an existing leave request):

Approvals:

MAJOR ADVISOR NAME	SIGNATURE	DATE
ADVISOR RECOMMENDATION & COMMENTS:		
CO-MAJOR ADVISOR NAME	SIGNATURE	DATE
CO-ADVISOR RECOMMENDATION & COMMENTS:		
INTERNATIONAL STUDENT ADVISOR NAME	SIGNATURE	DATE
INTERNATIONAL ADVISOR RECOMMENDATION & COMMENTS:		

Associate Dean for Academic Affairs Action:

ASSOCIATE DEAN NAME	SIGNATURE	DATE
COMMENTS:		

DocuSign form will automatically route to the SMS Registrar and all signers will receive a final PDF copy of the form.

January 2024