

THE ANNENBERG SCHOOL FOR COMMUNICATION
UNIVERSITY OF PENNSYLVANIA

FORM 1 - PhD LEAVE OF ABSENCE FORM

Please return the completed form to the Assistant Dean for Graduate Studies.

Student's Name:

Faculty Advisor:

Email while on leave:

Telephone number while on leave:

Explain the reasons for your leave and how you plan to spend your time while on leave.

- Military Leave
- Medical Leave
- Personal Leave

If Family Leave, please [review the policy and fill out the online form](#).

Leave will begin: <date, semester and year>

Please indicate the **last date** you attended classes in the current semester:
(If your leave request is for the next semester, please use the last day of classes in the current semester.)

Anticipated Return from leave: <semester and year>

PhD Students: If documentation has been requested for a Medical Leave of Absence, please ask your healthcare provider to fax documentation to Student Health Service (attention: Request Leave of Absence at 215-746-1032) and/or CAPS (attention: Request Leave of Absence at 215-573-8966). Do not provide medical documentation to faculty or staff in your Graduate Group.

Advisor Signature

Date

Signature, Assoc. Dean for Grad Studies, Guobin Yang

Date