

THE ANNENBERG SCHOOL FOR COMMUNICATION  
UNIVERSITY OF PENNSYLVANIA

**FORM 1 - PhD LEAVE OF ABSENCE FORM**

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.

- Students requesting Family Leave, please review the policy and fill out the online form.
- Personal Leave
- Military Leave
- Medical Leave\*

\*If you are taking a medical leave, and if the Annenberg currently covers your Penn Student Health Insurance, would you like the School to continue covering PSIP for one semester while you are on medical leave? YES NO

\*PhD Students taking medical leave: Please ask your healthcare provider to fax documentation to Student Health and Counseling attention: Request Leave of Absence. Fax number 215-746-1032. Do not provide medical documentation to faculty or staff in your Graduate Group.

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.*

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**Advisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature, Assoc. Dean for Grad Studies**

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**Date**