## University of Washington Department of Architecture Petition for On-Leave Status

A student in a Master of Architecture or MS Architecture program may request on leave status **up to three consecutive quarters (one academic year)** for the following emergencies: medical, financial, or family emergency. Students do not need to submit a leave request for summer. *Before the start of the first quarter of leave,* the student should schedule a meeting with their Academic Adviser to explain the reasons for requesting leave and submit a completed Petition for On-Leave Status form at the meeting.

The form will be submitted to the Graduate Program Coordinator for review and approval. Students should allow at least 1 to 1-1/2 weeks to process the request. Student should keep this in mind when submitting this request to allow enough time to unregister for courses before the start of the quarter.

If the emergency extends past the three consecutive quarters of leave, student must submit a *Petition for Extended On-Leave Status* to the Department Chair, Graduate Program Coordinator (GPC) and if in Thesis, to their committee members. The above parties will deliberate and the GPC will respond to the student within 1-1/2 to 2 weeks.

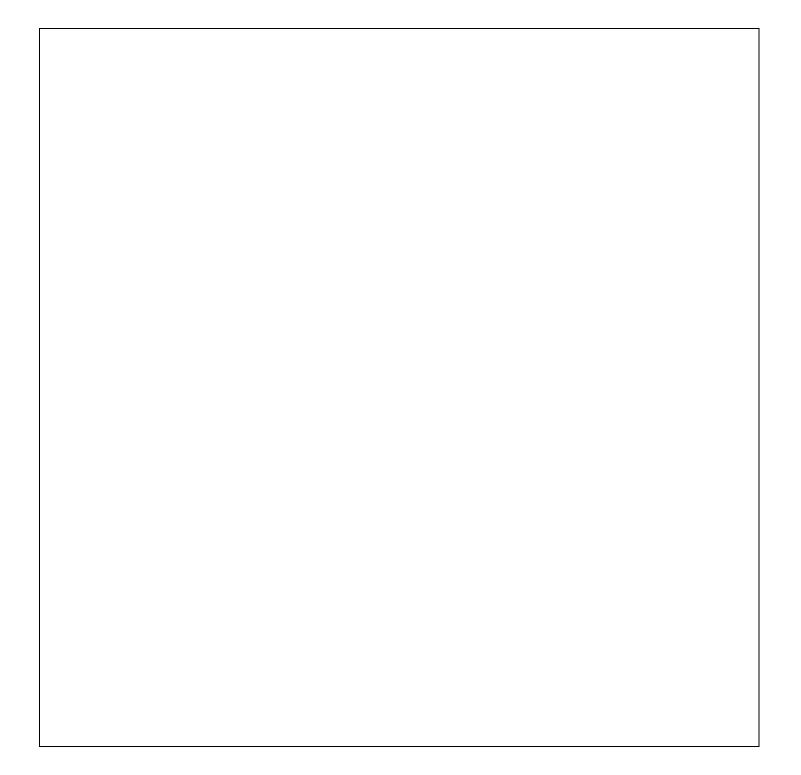
**Students approved for on-leave status will be informed to proceed with completing the Graduate School's On-Leave Status Request**. Student must unregister for all classes *before* the first day of the quarter of leave. Student will need to log in to MyGrad Program in order to request leave and pay the \$25 non-refundable fee **each quarter**.

**Before proceeding with this form, student is also required to read:** UW Graduate School's <u>On-Leave Status Request</u> Policy & Procedures. Student should also contact UW Office of Student Financial Aid and UW International Student Services (if applicable) to find out implications and eligibility for pursuing on-leave status.

PART I: STUDENT INFORMATION/PROGRAM STATUS			Date:	Date:		
Student Name:				UW Email:		
□ I attest to reading the Gradu	ate School's On-Le	ave Status Reque	st policy and pro	cedures.		
Are you a concurrent degree st Student must also follow the or program? Y / N				u secured permission from the other		
How many quarters of leave ar	e you requesting?	(max. 3, must be	in the same acad	emic year)		
Indicate quarters: Autu	mn 20 Winter	20 Spring	g 20 Sumi	mer leave requested not required		
(M Arch only): Which of the f	ollowing required	studios have yo	ou already compl	leted?		
Year 1 Studios (if applicable):	□ ARCH 500	□ ARCH 501	□ ARCH 502			
Year 2 Studios	□ ARCH 503	□ ARCH 504	□ ARCH 505	□ ARCH 506		
Year 3 Studios (if applicable)	□ ARCH 507	□ ARCH 508				
Master's Thesis (if applicable)	□ ARCH 700					
Name & Email of Thes	is Committee Chaiı	·:				
Name & Email of Thes	is Committee Mem	ber:				
Are your committee m	embers available t	o continue super	vising your thesis	with you when you return? Y / N		
If you are already at th	e thesis stage have	e you already pre	sented thesis? (ci	rcle answer): Y / N		
If Yes, what quarter &	year did you prese	nt?				

## PART II: PROVIDE REASON(S) FOR NEEDING TO REQUEST ON-LEAVE STATUS

□ FINANCIAL EMERGENCY □ MEDICAL EMERGENCY □ FAMILY EMERGENCY



## PART III: STUDY PLAN UPON RETURN

Communicate below your study plan for courses to complete when you return. If you are currently in the thesis stage, you must indicate the quarter you intend to present and submit your Master's Thesis.

AUTUMN	WINTER	SPRING

AUTUMN	WINTER	SPRING

AUTUMN	WINTER	SPRING

DEPARTMENT DECISION:	□ APPROVED	Date:
Graduate Program Coordinator	signature:	
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Comments:

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