
THE GEORGE WASHINGTON UNIVERSITY
GRADUATE SCHOOL OF EDUCATION
AND HUMAN DEVELOPMENT

REQUEST FOR A LEAVE OF ABSENCE OR CONTINUOUS ENROLLMENT

Please return this form with a **completed Registration Transaction Form** to the GSEHD Office of Admissions and Student Services, 2136 G Street, NW, Washington, DC, 20052.

Student Name _____ Phone Number _____

Student ID# _____ Email _____

Degree _____ Advisor _____

Major Field _____

I am requesting: Leave of Absence Continuous Enrollment

Semester _____

Reason for Request:

I understand that I may request a leave of absence or continuous enrollment for a maximum of two semesters each during the total period of my degree candidacy. I certify that I have not already reached this limit.

Student Signature _____ Date _____

Guidelines

Leave of Absence is used by students who, for personal reasons, are temporarily unable to continue their program of study.

Continuous Enrollment is used by students who will not be registering for courses for the current semester, but will be fulfilling a program requirement during that time. Such requirements include comprehensive exams (master's students), deficiency course work, Praxis exams, approved transfer course work, and GW courses taken in a prior semester for which an "I" or "IPG" was received.

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REQUEST FOR A LEAVE OF ABSENCE FOR DOCTORAL STUDENTS

Please return this form with a **completed Registration Transaction Form showing advisor approval** to the GSEHD Office of Admissions and Student Services, 2136 G Street, NW, Washington, DC, 20052.

Student Name _____ Phone Number _____

Student ID# _____ Email _____

Major Field _____ Advisor _____

I am requesting a leave of absence for the following semester*:

Spring 20 _____ Fall 20 _____

Reason for Request:

I understand that I may request a leave of absence for a maximum of two semesters during the total period of my degree candidacy. I certify that I have not already reached this limit.

Student Signature _____ Date _____

* Please note, a leave of absence must be requested one semester at a time during the appropriate registration period.