

**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 un-register 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 un-register 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 [On-Leave Status Request](#) 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.

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**PART I: STUDENT INFORMATION/PROGRAM STATUS**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

UW Email: \_\_\_\_\_

I attest to reading the Graduate School's On-Leave Status Request policy and procedures.

Are you a concurrent degree student? If so which program? \_\_\_\_\_

Student must also follow the on-leave approval policies of other program. Have you secured permission from the other program? Y / N

How many quarters of leave are you requesting? (max. 3, must be in the same academic year) \_\_\_\_\_

Indicate quarters: Autumn 20\_\_\_\_ Winter 20\_\_\_\_ Spring 20\_\_\_\_ Summer leave requested not required

**(M Arch only): Which of the following required studios have you already completed?**

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 Thesis Committee Chair: \_\_\_\_\_

Name & Email of Thesis Committee Member: \_\_\_\_\_

Are your committee members available to continue supervising your thesis with you when you return? Y / N

If you are already at the thesis stage have you already presented thesis? (circle answer): Y / N

If Yes, what quarter & year did you present? \_\_\_\_\_

**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     DENIED

Date: \_\_\_\_\_

Graduate Program Coordinator signature: \_\_\_\_\_

Comments: