University of Washington  
Department of English   
Petition for On-Leave Status

A student in the English MA-PhD program may go on leave for **up to three consecutive quarters** **(one academic year)** **without completing a departmental Petition for On-Leave Status form**. Students do not need to submit a leave request for summer.

If a student has already completed three consecutive quarters of leave, then they must submit a Petition for On-Leave Status form to the Director of Graduate Studies (DGS) before any additional consecutive quarters of leave will be approved. If the student has a supervisory committee chair, the DGS will communicate with the chair about the request and respond to the student in a timely manner.

The student may submit an appeal to the Graduate Studies Committee if the DGS refuses the petition.

Name of student:

Name of doctoral supervisory committee chair:

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

Indicate quarters below:

Autumn 20\_\_\_\_\_ Winter 20\_\_\_\_\_ Spring 20\_\_\_\_\_

*You will need to log in to MyGrad Program in order to request leave and pay the $25 non-refundable fee* ***each quarter****.*

Which of the following benchmarks have you already completed?

Master's degree

PhD Letter

General Exams

Prospectus

Provide below a detailed timeline for completing your next benchmark, including what work remains to be done. If you are currently in the dissertation stage, your timeline must indicate when you intend to complete your dissertation and defend.