

## Graduate Student Parental Leave of Absence (PLoA) Form (Initial Request)

\*Please review eligibility and other requirements of the Graduate Student PLoA policy [here](#) under AP.6.4.5.\* Email completed form to Office of Graduate Education, [geappeal@gmu.edu](mailto:geappeal@gmu.edu).

1. NAME AS SHOWN IN PATRIOT WEB:	2. G-NUMBER:	3. DATE:
4. DEGREE TYPE (MASTER'S/DOCTORAL/DNP/MFA):	5. ADMIT TERM:	
6. NAME OF PROGRAM:	7. COLLEGE/SCHOOL:	
8. ANTICIPATED CHILD DELIVERY/PLACEMENT DATE (MM/DD/YYYY):	9. PROPOSED TERM OF ABSENCE (You may pick a term that begins up to 6 months from the anticipated date in Box 8.)	
10. GRADUATE DEPARTMENT/PROGRAM COORDINATOR NAME AND EMAIL ADDRESS:		
11. MASON FACULTY ADVISOR/MENTOR NAME AND EMAIL ADDRESS:		

Please initial the below statements to confirm your acknowledgement:

\_\_\_ *I understand that the APGE will inform my department and advisor/mentor of my planned PLoA.*

\_\_\_ *I acknowledge that I am not allowed to hold any university-funded assistantships, fellowships, and/or scholarships during my PLoA.*

Answer the following:

Have you been granted a time limit extension for your degree in the past?     Yes                       No

If so, please provide the semester(s)/year(s): \_\_\_\_\_

*All international students must consult with OIPS about any impact that this leave of absence may have on their immigration status prior to submission of PLoA requests. Please contact [oips@gmu.edu](mailto:oips@gmu.edu) for further guidance.*

I am an international student.     Yes                       No

*If yes:* I have consulted with OIPS about applying for the PLoA.     Yes                       No

I acknowledge that I have read and understood the policy and student responsibilities.

Printed Name: \_\_\_\_\_

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

*For Internal Use Only*

Review completed; College, Department/Program Coordinator, Advisor/Mentor Notified

Student provided copy of this form. Degree conferral deadline is \_\_\_\_\_ (semester/year)

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

Laurence Bray, Associate Provost for Graduate Education