

**PETITION FOR LEAVE OF ABSENCE**  
(FOR DOCTORAL STUDENTS IN CANDIDACY)

This form is only for requesting a leave of absence for **students admitted to doctoral candidacy**. It must be accompanied by a letter from the Graduate Adviser specifying the reasons why a leave is requested and returned to the Graduate School prior to the semester for which the leave is granted. **Returning students are still required to submit the Application for Readmission, but readmission to their program is automatically approved and the application fee is waived.**

Students on leave are not enrolled and, therefore, may not use any University facilities or resources; nor are they entitled to receive advice from any member of the faculty. A leave of absence does not alter the time limits for degrees or coursework.

Today's Date \_\_\_\_\_

Student's Name \_\_\_\_\_

Student's UT EID \_\_\_\_\_

Student's Signature \_\_\_\_\_

Graduate Program \_\_\_\_\_

Major Code \_\_\_\_\_

Semester/Year for which the Leave of Absence is Requested \_\_\_\_\_

Graduate Adviser's Name \_\_\_\_\_

Graduate Adviser's Signature \_\_\_\_\_

Decision of the Graduate Dean (APPROVE / DENY) \_\_\_\_\_

Signature of Graduate Dean \_\_\_\_\_

(Date)

Please Return This Form AND LETTER OF PETITION To:

[GradStudentSvcs@austin.utexas.edu](mailto:GradStudentSvcs@austin.utexas.edu)

**RETAIN A COPY OF THIS FORM FOR YOUR FILE**