

AUTHORIZATION FOR LEAVE OF ABSENCE
(For Master's Students and Doctoral students not in candidacy)

This form is to be used only for authorizing a leave of absence for master's **students and doctoral students NOT in doctoral candidacy**. It must be signed by the Graduate Adviser and student 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 EID _____

Student's Signature _____

Graduate Program _____

Major Code _____

Master's Doctoral

Semester/Year for which the Leave of Absence is Authorized _____

Graduate Adviser's Name _____

Graduate Adviser's Signature Authorizing the Leave _____

Please Return This Form To:
Graduate School
GradStudentSvcs@austin.utexas.edu

RETAIN A COPY OF THIS FORM FOR YOUR FILE