



## LEAVE OF ABSENCE REQUEST FOR DOCTORAL STUDENTS

Doctoral students may apply for a leave of absence extension. The total time for a leave of absence may not exceed one year throughout the degree program. Students must currently be on an approved Leave of Absence in order to request an extension. Under no circumstance may a leave of absence be applied retroactively.

### STUDENT INFORMATION

Name	myUTSA ID	
Street Address City	State	Zip Code
Email Address	Phone Number	
Degree/Program	College	
Date Admitted to Program: _____ (Semester/Year)		

International Student? ☐ Yes ☐ No

**NOTE:** International students must inform International Programs office prior to leave of absence.

### REQUEST LEAVE OF ABSENCE TO BE EXTENDED

**\*Please attach a letter specifying why you need an extension for your current leave of absence.**

Original Request: \_\_\_\_\_ to \_\_\_\_\_

Request Extension: \_\_\_\_\_ to \_\_\_\_\_

Plan to Return: \_\_\_\_\_

Student Signature	Date
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### APPROVALS

_____	_____	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Dissertation Studies Committee Chair or Doctoral Advisor, Signature	Print Name	Date
_____	_____	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Program Director (if applicable), Signature	Print Name	Date
_____	_____	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Department Chair, Signature	Print Name	Date
_____	_____	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
Associate Dean, Signature	Print Name	Date

### THE GRADUATE SCHOOL

Based on the College's recommendation, I hereby ☐ Approve ☐ Deny the request.

_____	_____
Vice Provost and Dean of The Graduate School, Signature	Date