



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 _____

APPROVALS

Dissertation Studies Committee Chair or Doctoral Advisor, Signature Print Name Date Approve Disapprove

Program Director (if applicable), Signature Print Name Date Approve Disapprove

Department Chair, Signature Print Name Date Approve Disapprove

Associate Dean, Signature Print Name Date Approve Disapprove

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