



LEAVE OF ABSENCE REQUEST FOR DOCTORAL STUDENTS

Students enrolled in a doctoral program may apply for a leave of absence each term (Fall or Spring), not to exceed one year, when events such as illness or injury, active military service, or the need to provide care for a family member prevent active participation in the degree program. If the student has not yet been admitted to candidacy for the doctoral degree, this request must be approved in advance of the leave by the graduate advisor. If the student has been admitted to candidacy, the application must be approved in advance by the graduate advisor and the graduate Associate Dean of the college, and Dean of the Graduate School. A leave of absence is required for Fall and Spring semesters (and/or Summer if doctoral program mandates Summer enrollment). Under no circumstances may a leave of absence be applied retroactively.

A leave of absence will prevent the student from receiving student funding from his or her program and may affect ability to receive financial aid or loans and/or to defer payments on loans. Students should contact the Office of Financial Aid with questions regarding financial aid or loan status.

A student returning from a leave of absence must enroll for the following Fall or Spring semester or provide a written request for a leave of absence extension (a leave of absence may not exceed one year throughout the student's degree program). A student who does not register or who does not secure an approved leave of absence extension will be considered to have withdrawn and will be dropped from the program.

Time for Submission: A Leave of Absence request should be submitted no later than or during the semester prior to the requested leave. In the event that this is not possible, the request should be submitted as soon as the student is aware that he or she will not be able to register for any given semester.

Procedure for Submission: Fill out form, secure appropriate signatures from the Graduate Advisor and the Graduate Associate Dean of the College, and submit the original signed form to your college along with the following documents:

- Student's specifications on why a Leave of Absence is needed
- Supporting letters (if applicable)

STUDENT INFORMATION

Name _____
myUTSA ID

Street Address *City* *State* *Zip Code*

Email Address _____
Phone Number

Degree/Program *College*

International Student? Yes No

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

Have you previously been granted a leave of absence at UTSA? Yes No If yes, dates: _____

Date Admitted to Program: _____

LEAVE OF ABSENCE PERIOD REQUESTED

***Please attach a letter detailing your reason for requesting leave.**

Leave of Absence Requested: _____ to _____ Plan to Return: _____

If you have an extenuating circumstance, please see the Leave of Absence Extension request form.

Student Signature _____
Date

