

## **Leave of Absence**

A student requesting leave must complete the Leave of Absence Request form and obtain the approval of his or her Graduate Advisor who will forward the request to the Office of Records and Registration for final review and approval. Requests may be submitted before or during the first semester in which the student intends not to register for courses. Requests must be received by the Office of Records and Registration no later than mid-semester in the semester in which the leave is to begin. Students suspended for academic or disciplinary reasons may not apply for a Leave of Absence. Students who are suspended for academic or disciplinary reasons prior to the start of a previously approved leave will become ineligible for that leave and all rules pertaining to enrollment requirements and readmission procedures for students absent without leave will apply.

A Leave of Absence will be granted only for good cause, such as health-related issues, major financial or employment issues, pregnancy, childbirth, child care, elder care or other significant family concerns, and other major personal circumstances that interfere with a student's ability to undertake graduate study. Leaves are granted for up to two long semesters. Summer semesters do not count as part of a student's approved leave. Students returning from leave as scheduled will be automatically readmitted and will not be required to submit an application or pay any application fees. Students who do not return at the end of their approved Leave of Absence must reapply for admission by published application deadlines, pay all relevant evaluation fees, and are not assured of readmission to the University.

An approved Leave of Absence does not exempt students from the enrollment requirements of other programs, offices and agencies such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid and certain loan programs. It is the student's responsibility to determine what effect a Leave of Absence will have on his or her status with such entities. For example, International students approved for a Leave of Absence must inform the Office of International Education so that requirements of the Immigration and Naturalization Service can be addressed prior to withdrawing from classes.

See the Graduate Catalog for additional details.

## APPLICATION FOR AN APPROVED LEAVE OF ABSENCE

1. UT Arlington ID Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year
2. Name Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_
3. E-Mail Address where you can be contacted during your Leave of Absence \_\_\_\_\_ @ \_\_\_\_\_
4. Telephone # where you can be contacted during your Leave of Absence ( ) -
5. Are you a United States citizen? \_\_\_\_ Yes, (please skip to item 6) \_\_\_\_ No. If not United States citizen, please indicate

(A) Country of Citizenship \_\_\_\_\_ (B) Country of Birth \_\_\_\_\_ (C) Visa Type \_\_\_\_\_

**INTERNATIONAL STUDENTS MUST BE ADVISED BY THE OFFICE OF INTERNATIONAL EDUCATION PRIOR TO A LEAVE OF ABSENCE BEING GRANTED. Please check here to indicate that you have read and understand this requirement [ ]**

6. Indicate the first long semester and year in which you wish to be on Leave.

Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_

*Note: A Leave of Absence may be requested for no more than two consecutive long semesters (Fall, Spring). This means that if your first long semester of Leave begins in Fall you must resume your studies prior to following Fall. Similarly, if your leave begins in Spring, your leave must end prior to the following Spring. Shorter Leaves may be requested and you may return during any semester falling within the span of your approved Leave.*

7. Indicate the first long semester and year in which you plan to return from your leave and resume your studies. Check Only One Semester. Fall 20 \_\_\_\_\_ Wintermester 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Maymester 20 \_\_\_\_\_ Summer I or 11 Week 20 \_\_\_\_\_ Summer II 20 \_\_\_\_\_

**8. You may apply for a Leave of Absence in order to respond to exceptional circumstances. A Leave of Absence will be granted only for good cause, such as health-related issues, major financial or employment issues, pregnancy, childbirth, child care, elder care or other significant family concerns, and other major personal circumstances that interfere with your ability to undertake graduate study. With these guidelines in mind, please explain why you require a Leave of Absence (attach an additional page if needed).**

I CERTIFY ALL INFORMATION ON THIS APPLICATION IS CORRECT AND I REALIZE THAT FALSE OR INCOMPLETE INFORMATION MAY RESULT IN DISMISSAL FROM UT ARLINGTON.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date: MM/DD/YY

----- FOR GRADUATE ADVISOR AND RECORDS AND REGISTRATON USE ONLY -----

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Graduate Advisor:    approve    deny Signature and date: \_\_\_\_\_

Graduate Advisor Comments:

Records and Registration ( ) approve ( ) deny date: \_\_\_\_\_

Comments: