



Office of the Registrar

# Leave of Absence Request

Submit completed form to Student Services Building or mailstop ROC 13

Before submitting this request, you must read the Leave of Absence policy in the Graduate Catalog. A leave of absence does not alter the time limits placed on graduate degrees.

Name \_\_\_\_\_ UTD-ID   
Last First MI

My degree program is \_\_\_\_\_  
(School) (Degree) (Major)

I am requesting a leave of absence to begin \_\_\_\_\_  
(Term) (Year)

I will resume my graduate career \_\_\_\_\_  
(Term) (Year)

**\*Note: A leave of absence will not be approved for greater than one academic year.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Associate Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean of Graduate Education Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Office

**Attention F-1 and J-1 Students:**

A change to your academic program will have immigration consequences. These include the need to apply for updated immigration documents. Ensure that you understand the potential consequences to your immigration status prior to a change to your program going into effect.