

**AUTHORIZATION FOR LEAVE OF ABSENCE**  
(For Master's Students and Doctoral students not in candidacy)

This form is to be used only for authorizing a leave of absence for master's **students and doctoral students NOT in doctoral candidacy**. It must be signed by the Graduate Adviser and student and returned to the Graduate School prior to the semester for which the leave is granted. **When returning, students are still required to submit the Application for Readmission but readmission to their program is automatically approved and the application fee is waived.**

A student on leave may not use any University facilities; nor is he or she entitled to receive advice from any member of the faculty. A leave of absence does not alter the time limits for degrees or coursework.

---

Today's Date \_\_\_\_\_

Student's Name \_\_\_\_\_

Student's EID \_\_\_\_\_

Student's Signature \_\_\_\_\_

Graduate Program \_\_\_\_\_

Major Code \_\_\_\_\_

Master's       Doctoral

Semester/Year for which the Leave of Absence is Authorized \_\_\_\_\_

Graduate Adviser's Name \_\_\_\_\_

Graduate Adviser's Signature Authorizing the Leave \_\_\_\_\_

Please Return This Form To:  
Graduate School (G0400)  
MAI 101

**RETAIN A COPY OF THIS FORM FOR YOUR FILE**