



# Graduate Student Request for Leave of Absence

The University of Utah

Office of the Registrar • 201 S 1460 E RM 250 N • Salt Lake City UT 84112 •

801-581-8969 • fax 801-585-7860 • [registration@utah.edu](mailto:registration@utah.edu) • Student Services Bldg, Window 13

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Graduate students who wish to discontinue their studies for one or more semesters (other than summer term) must file a leave of absence. Officially admitted graduate students who have registered for and completed university credit class(es) may request a leave of absence for a maximum of one year. Retroactive leave of absences are not granted.

**Instructions:**

1. Drop/withdraw from the class(es) for the semester that you are requesting a leave of absence.
2. Complete the Graduate Student Request for Leave of Absence.
3. Obtain the appropriate signatures.
  - If your program requires a supervisory committee, obtain the Chair of the Supervisory Committee and Department Chair signature.
  - If your program does not require a supervisory committee, obtain the Director of Graduate Studies or Department Chair signature.
  - International students on an F1 or J1 visa must obtain additional permission from the International Student & Scholar Services (ISSS) prior to submitting this leave of absence.

Medically Necessary Reduced Course Loads are approved for one semester at a time, and may be extended through the ISSS for an additional semester to a maximum of 12 months.

International Student & Scholar Services Official \_\_\_\_\_ Date \_\_\_\_\_

Medically Necessary Reduced Course Load     1     2     3 Semester     Other

4. Submit this form in person, via fax, or via US mail on or before the last day of regular semester finals for the semester the leave of absence is requested. You will be notified through your Umail account of the action taken.

**Note: A student who chooses to drop his/her class(es) should first determine the impact, if any, on insurance coverage, financial aid awards, loan repayments, residential living, etc., which may require evidence on the academic record of course completions and/or enrollments.**

It is your responsibility to register for the semester following this leave of absence. If you need to extend this leave of absence, a new form including the appropriate signatures must be submitted to our office. If you do not register for the term indicated below, you must readmit through the Graduate Admissions Office.

Please check one:     Domestic Student     International Student

Student Name \_\_\_\_\_ Student I.D# \_\_\_\_\_

Academic Department \_\_\_\_\_

I am requesting a leave of absence beginning: (check one)     Fall     Spring     Summer    Year \_\_\_\_\_

I will return: (check one)     Fall     Spring     Summer    Year \_\_\_\_\_

Reason for leave of absence \_\_\_\_\_

**Approval Signatures: (Print name clearly and sign)**

Chair of Supervisory Committee \_\_\_\_\_ Date \_\_\_\_\_

Dept. Chair or Director of Grad Studies \_\_\_\_\_ Date \_\_\_\_\_

**I understand that forms submitted without complete information or appropriate signatures will not be considered.**

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

**FOR REGISTRAR'S OFFICE USE ONLY**

Approved    Denied    International Student:    Yes / No    Received International Center Permission: \_\_\_\_\_

Comments: \_\_\_\_\_

Entered: \_\_\_\_\_ Verified: \_\_\_\_\_

Updated 02/22/18