

**Graduate Student
Leave of Absence Form**

If you are requesting a leave of absence from your graduate program and want to reserve your place in the program, please complete this form and submit it to your graduate program director for consideration. Approval of a leave of absence is at the discretion of the graduate program director and Director of Graduate Studies. If a leave of absence is not approved, students would need to reapply for the graduate program.

Leave of absence approval is subject to the student returning to the program in good standing at the semester returning date stated on this form. Failure to return during that semester would require the student to reapply for admission to the graduate program.

Student Name _____

UVID _____ Date Submitted _____

Student Email _____ Student Telephone _____

Graduate Program Name _____

Semester Leaving _____ Semester Returning _____

Reason for Leaving (Examples: Medical, Military, Employment, Other).

If you want to authorize a spouse or parent to access your student records (e.g. registration, finance, financial aid, grade information), complete the Student Information Release Authorization (SIRA). Log onto myUVU. Click on Student menu. Select "My Academics." SIRA link is on the bottom right side of the page. (Tips for SIRA: Pick a password you can remember. Select up to 3 helpers. Edit at any time).

Signed by _____ Date _____
Graduate Student

Approved by _____ Date _____
Graduate Program Director

Approved by _____ Date _____
UVU Director of Graduate Studies

Recorded in Banner Date _____ By _____