

University of North Texas Graduate Student Leave of Absence Request Form

Graduate students who experience circumstances that prevent them from maintaining active status through continuous enrollment (excluding summer term), and who, through consultation with their graduate coordinator, advisor(s), UNT International (international students only) and Toulouse Graduate School to determine that a leave of absence (LOA) is appropriate, must request a LOA via this form.

Please review the information and instructions on the reverse side of this form.

Last Name	First Name	Middle Name	
Street Address	City	State	Zip
Major	Degree Objective	UNTID #	
UNT e-mail Address @my.unt.edu	Daytime Phone Number		

Proposed term/year LOA begins: **Proposed term/year of return from LOA:** **(one academic year max)**

Attach the agreement with your graduate program that outlines the conditions of your return from the LOA; it should be on unit letterhead. If there are no special conditions, the program should note this on letterhead.

Reason for LOA (use additional sheets if necessary):

_____ Date
Student's Signature

My signature indicates that I understand that I must comply with the LOA policies and procedures, including reporting crimes or other serious misconduct occurring during the leave that would have been grounds for suspension or expulsion had I engaged in the conduct while enrolled.

_____ Date
Advisor or Graduate Coordinator's signature

_____ Date
UNT International signature (international students only)

_____ Date
Department Chair's signature

_____ Date
Academic Associate Dean Signature

For Toulouse Graduate School use only:

___ Approve ___ Do not approve _____
Signature Date

COMMENTS:

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Instructions

Before completing the Leave of Absence (LOA) Request Form, be sure to

- review Administrative Policy;
- confer with your graduate advisor(s), department chair/graduate coordinator, and relevant offices (e.g., UNT International and Financial Aid) regarding the impact of a LOA on your financial, academic, work-related and personal circumstances; and about what, if any, conditions may be placed on your reinstatement after the LOA.

If, after review and consultation, you choose to request a LOA

- complete the form (include supporting documentation, if requested by your graduate program and/or college);
- obtain signatures of your graduate advisor, department chair/graduate coordinator and advisor(s); and
- submit the signed form to the Toulouse Graduate School for approval.

Important notes

- **When to submit the request:** You are expected to request a LOA prior to the beginning of the proposed term/year of the leave.
- **Verify college approval:** Submitting the LOA does not guarantee that the request will be approved. Be sure to obtain confirmation from the Toulouse Graduate School that your LOA has been approved, and verify the approved LOA's start and return dates.
- **Canceling registrations:** An approved LOA does not automatically cancel any registrations. If you are enrolled for the term(s) included in the approved LOA, you must cancel your registration(s). Failure to do so will result in billing and assigned grades for the term(s).
- **Financial support (from the University):** If you receive financial aid from the University, you should talk with your graduate advisor and/or department; Student Financial Aid; UNT International; and the Toulouse Graduate School to learn about any effects a leave of absence might have.
- **Financial support (from private funding sources):** If you receive funding from a source outside the University, you should talk with that agency to learn about any effects a leave of absence might have.
- **If you hold a graduate assistantship appointment:** You must contact your graduate advisor and talk with your employing unit prior to submitting this form to the Toulouse Graduate School.
- **If you are an international student:** You must contact UNT International to determine what, if any impact the LOA will have regarding your legal status.
- If you are a student pursuing two graduate degrees in more than one college, you will need to request a leave of absence from each college under the provisions of this policy and will need to request reinstatement from each college.
- **Reinstatement after LOA:** If you obtain an approved LOA in accordance with the Leave of Absence and Reinstatement from a Leave: Graduate Students policy, you are eligible for reinstatement provided you
 - apply to your program for reinstatement via the Reinstatement from a Leave: Graduate Students form;
 - apply for reinstatement to the same graduate degree program and options;
 - are reinstated and enrolled for the term/year identified in the approved LOA agreement; and
 - report crimes or other serious misconduct occurring during the leave that would have been grounds for suspension or expulsion had you engaged in the conduct while enrolled (see UNT Student Code of Conduct).