



TEXAS A&M INTERNATIONAL UNIVERSITY
A Member of The Texas A&M University System
Office of Graduate Studies & Research
Leave of Absence Form

Name _____ Student ID Number _____

Leave Beginning: Fall Spring 20__

Semester Returning: Fall Spring Summer 20__

Reason for Leave: (Please check all that apply.)

- | | | |
|--|--|--|
| <input type="checkbox"/> Medical | <input type="checkbox"/> Military | <input type="checkbox"/> Academic Difficulties |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Family Responsibilities | <input type="checkbox"/> Financial |
| <input type="checkbox"/> Out of the U.S. for the duration of absence | | |
| <input type="checkbox"/> Other (Please explain.) | | |

Leave of Absence Policy

- You must be in good standing (i.e., financial obligations met, no disciplinary action, good academic standing).
- Requests for a Leave of Absence must be submitted to the Dean of Graduate Studies before the second week of the first semester of absence.
- The maximum Leave of Absence is two semesters. Any Leave of Absence beyond two semesters must be adequately justified and approved by the Dean of Graduate Studies.
- The maximum number of Leaves of Absence requests is two.
- You must inform the Dean of Graduate Studies when you return from your Leave of Absence.
- Unapproved Leaves of Absence may result in the student being required to re-apply to their respective programs.
- If you are an international student you must obtain the signature of the Foreign Student Advisor located in the Department of International Student Services.
- I have read and understand the Leave of Absence Policy.

Student Signature _____ Date _____

Advisory Committee Chair _____ Date _____

Foreign Student Advisor _____ Date _____
(If applicable)

Dean of Graduate Studies _____ Date _____