



# Leave of Absence Application

**Instructions:** Students are required to be continuously enrolled. If you are not going to be enrolled for a long semester (fall or spring), you must have an approved Leave Of Absence (LOA) on file. Please fill out all of the information below and submit this form along with a Graduate and Professional Student Petition to your department staff advisor, before the semester begins. You will only be allowed a maximum of 3 semesters of approved LOAs.

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_  
**Student ID:** \_\_\_\_\_ **Department:** \_\_\_\_\_ **Program:** \_\_\_\_\_  
**UH Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Degree Plan:**            M A            M S Non-Thesis            M S Thesis            Ph.D.

**Semester for the LOA:** \_\_\_\_\_ **Name of Advisor, if already selected:** \_\_\_\_\_  
**Prior Semester(s) of Approved LOA:** \_\_\_\_\_ **Semester of Program Entry :** \_\_\_\_\_

**Reason for the Leave of Absence:**

Medical (provide letter from healthcare professional)

Work-related (provide employer’s letter)

Other

Describe:

**Please provide a detailed plan on how you will make up for lost time when you return to campus. (research, coursework, and/or other requirements)**

**\*\*While on a leave of absence you will not be able to use University resources.**

I understand if I fail to enroll in the next long semester (fall or spring), or do not have another approved leave of absence on file with the University before the start of the semester, the policy states that I will be terminated from my program. Also I understand that an approved leave of absence does NOT allow me extra time to make up grades of incomplete (I), nor does it extend my time limitation to complete my degree (5 years for a Master’s degree and 10 years for a Ph.D.).

\_\_\_\_\_  
 Student Signature (Type for student signature)

\_\_\_\_\_  
 Date