

DLLC Request for Graduate Student Absence from Campus

All absences from teaching or absences from campus must be reported to the Basic Courses Director/Work Supervisor, the Program Director and the Graduate Director. Students must then complete the leave from campus request form below and have it approved by the BCD, the Program Director and the Graduate Director.

For any unexcused absences from teaching or absences for non-academic/non-emergency reasons, these absences must also be reported and if they are not reported and approved, a student will be put on probation and the infraction will be documented in the student's file. If there is a second infraction, the student's graduate assistantship may not be renewed.

Name _____ Date _____

Please return completed form to the Graduate Director's Office. Thank you.

Check the type of leave you wish to request:

- Court Leave
- Death in Family
- Sick Leave
- Professional Pursuits*
*List conference, location, and nature of project, and indicate how your classes will be covered.
- Non-academic/non-emergency reason**(please specify below)

Beginning Leave Date _____ Returning Date _____ Total days requested _____
Please check one: _____ Foreign Travel or _____ Domestic Travel

*Professional Pursuits:	Classes will be covered by:
Name of destination conference or institution:	
Located (city, state, country):	
Purpose:	

**non-academic/non-emergency absence justification:

Comments: _____

Approval by Basic Courses Director/Work Supervisor and Program Director

Approved Denied

_____	_____
Signature of the BCD or Work Supervisor	Date
_____	_____
Signature of the Program Director	Date

Approval by Graduate Director

Approved Denied

_____	_____
Signature of Graduate Director	Date