



GRADUATE STUDENT ABSENCE REQUEST FORM

Electrical and Computer Engineering



SS: File in Student File

If you are traveling for personal or professional reasons,
please complete this form and return to the ECpE Main Office, 2215 Coover Hall.

Contact Sara K Harris on 4-1097 with any questions.



SS: Process LWOP EPA

<input type="checkbox"/> PERSONAL Leave	<input type="checkbox"/> Professional TRVL	Submitted PAG Request	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Currently On Paid Appt	<input type="checkbox"/> RA or <input type="checkbox"/> TA		
LAST Name	FIRST Name	University ID #	
Emergency Phone #	Email		

PLANS & JUSTIFICATION

First Day of Absence (mm/dd/yyyy)		Start Time*	
Last Day of Absence (mm/dd/yyyy)		End Time*	
<small>*Start Time is assumed to be 8AM, End Time is assumed to be 5PM</small>			

Where are you going
(City, State, Country)

Why are you going
(Justification)

Signature

TO BE COMPLETED BY ECpE HR LIAISON
COUNT ONLY MON-FRI, Exclude Holidays
ONLY IF PERSONAL LEAVE & ON PAID APPOINTMENT

A. # of Days of Absence (this trip) _____

B. # of Days of Absence (total semester) _____
Max Days Allowed per semester **10**

C. # of Days of Leave Without Pay _____

APPROVAL (to be completed by major professor)

<input type="checkbox"/> LWOP (see C above)	Start Date:	End Date:
<input type="checkbox"/> Travel Expenses	Account #	Estimated Expenses \$
Major Professor (printed)		
Signature		Date

NOTE: International Students – please check with International Students and Scholars (3242 Memorial Union) to ensure you comply with any USCIS regulations.