### GRADUATE STUDENT ABSENCE REQUEST FORM

**Electrical and Computer Engineering**

*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.*

<table>
<thead>
<tr>
<th></th>
<th>Personal Leave</th>
<th>Professional Leave</th>
<th>Submitted PAG Request</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Assistant</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Research Assistant</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**FIRST Name**  
**Last Name**  
**University ID #**

**Emergency Phone #**  
**Email**

### PLANS & JUSTIFICATION

<table>
<thead>
<tr>
<th>First Day of Absence (mm/dd/yyyy)</th>
<th>Start Time*</th>
<th>Last Day of Absence (mm/dd/yyyy)</th>
<th>End Time*</th>
</tr>
</thead>
</table>

*Start Time is assumed to be 8AM, End Time is assumed to be 5PM

**COUNT ONLY MON-FRI, Exclude Holidays**

Currently on Appointment (Y/N)?

# of Days of Absence

# of Days of Leave Without Pay

Signature

**Where are you going**

(City, State, Country)

**Why are you going**

(Justification)

### APPROVAL

<table>
<thead>
<tr>
<th></th>
<th>LWOP</th>
<th>Start Date:</th>
<th>End Date:</th>
</tr>
</thead>
</table>

**Travel**

**Expenses**

<table>
<thead>
<tr>
<th>Account #</th>
<th>Estimated Expenses $</th>
</tr>
</thead>
</table>

**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.