



# University of North Texas Graduate Student Leave of Absence Request Form

## Instructions

Before completing the Leave of Absence (LOA) Request Form, be sure to

- review Administrative Policy located in the graduate catalog at [catalog.unt.edu](http://catalog.unt.edu). (use drop down menu above to select the current academic year graduate catalog)
- confer with your graduate advisor(s), department chair/graduate coordinator, and relevant offices (e.g., Division of International Affairs and Financial Aid) regarding the impact of a LOA on your financial, academic, work-related and personal circumstances; and about what, if any, conditions may be placed on your reinstatement after the LOA.

If, after review and consultation, you choose to request a LOA

- complete the form (include supporting documentation, if requested by your graduate program and/or college);
- obtain signatures from your graduate advisor/coordinator, department chair, academic associate dean; and the International Student Scholar Services (ISSS) office (if you are an international student). International students should consult with the ISSS to determine what, if any, impact the LOA will have on your immigration status.
- Your Department or College will submit the signed form to the Toulouse Graduate School for approval on your behalf.

## Important notes

- **When to submit the request:** It is best to request a LOA prior to the beginning of the proposed term/year of the leave. If it is not possible to submit prior to the first term of leave, it should be submitted as soon as possible to avoid issues.
- **Verify college approval:** Submitting the LOA does not guarantee that the request will be approved. The Toulouse Graduate School will email confirmation to the student and all other approvers of the LOA once a decision has been made.
- **Canceling registrations:** An approved LOA does not automatically cancel any registrations. If you are enrolled for the term(s) included in the approved LOA, you must cancel your registration(s). Failure to do so will result in billing and assigned grades for the term(s).
- **Financial support (from the University):** If you receive financial aid from the University, you should talk with your graduate advisor and/or department; Student Financial Aid; the Division of International Affairs; and the Toulouse Graduate School to learn about any effects a leave of absence might have.
- **Financial support (from private funding sources):** If you receive funding from a source outside the University, you should talk with that agency to learn about any effects a leave of absence might have.
- **If you hold a graduate assistantship appointment:** You must contact your graduate advisor and talk with your employing unit prior to submitting this form to the Toulouse Graduate School.
- If you are a student pursuing two graduate degrees in more than one college, you will need to request a leave of absence from each college under the provisions of this policy and will need to request reinstatement from each college.
- **Reinstatement after LOA:** If you obtain an approved LOA in accordance with the [Graduate Student Leave of Absence policy](#), you are eligible for reinstatement provided you:
  - Return to the same graduate degree program
  - Return and enroll for the term/year identified in the approved LOA agreement. *Please note: An approved LOA holds your spot in your degree program for the time specified in the agreement. We cannot guarantee reinstatement into the same graduate degree program if you return after the term/year identified in the approved LOA agreement.*
  - Reach out to your department before your semester of return to determine if you are eligible to enroll in courses using your MyUNT account, or if you must reapply to the university first (see next).
  - Students who have not enrolled at UNT for 12 consecutive months prior to the semester of return will need to reapply to the university by submitting an admission application at [www.applytexas.org](http://www.applytexas.org). If an approved LOA is on file, then the student is eligible for an admission application fee waiver. To receive this waiver, you must select "Pay by Check" at the end of the application and submit the application. Then email [GradAdmission@unt.edu](mailto:GradAdmission@unt.edu) with your name, UNT ID number, and that you have been on an approved leave of absence and are requesting an application fee waiver.