



GRADUATE STUDIES
 105 FPH, Provo, UT, 84602
 Tel: (801) 422-4091
 Web: <http://graduatestudies.byu.edu>
 Email: gradstudies@byu.edu

Leave of Absence

ADV Form 5

IMAGING: GRSLeave
 Admit Year/Term:

Please complete form and return to Graduate Studies (105 FPH) with appropriate official documentation attached.

Student Information

Name _____				BYU ID Number _____	
Current Mailing Address _____				Graduate Department _____	
City _____	State or Province _____	Postal Code _____	Country _____	Graduate Program _____	
Telephone Number _____		E-mail Address _____		Graduate Degree _____	
Country of Citizenship _____		US Permanent Resident # (if applicable) _____		Semester/Term and Year Admitted: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer _____ Year	

Leave of Absence Information

Reason for leave of absence: Medical Military Mission COVID-19*

Are you currently registered for classes? Yes No

If yes, will you be completing the current semester/term? Yes No**

Semester/term and year to begin absence: Fall Winter Spring Summer _____ Year

Anticipated semester/term and year to return/register: Fall Winter Spring Summer _____ Year

* If this leave is due to COVID, please send this form to Graduate Studies along with a Petition for Exception form; the petition should be approved by the Graduate Committee Chair and the Graduate Coordinator

**Please note that if your leave request requires you to discontinue your classes, you will also need to contact the Discontinuance Office (B-150 ASB Ext, 2-7705); this must be done at the same time as turning in the Leave of Absence Form.

Student Signature

I have attached the appropriate official documentation (e.g., doctor/therapist letter, military papers, mission call). In addition, I understand that the time spent in a leave of absence will not extend the time limit for degree completion (five years for master's degree and eight years for doctoral degree). Registering for classes during the duration of the leave is prohibited.

I also understand that if I am serving an LDS mission, my ecclesiastical endorsement will expire during my leave. Therefore, I will need to obtain a new endorsement (see endorse.byu.edu). Be sure to click on "Currently Serving Missionary."

If I have been on a medical or military leave and my ecclesiastical endorsement expires, I will obtain a new endorsement by clicking on "Applicants" at endorse.byu.edu and select "I am resuming a graduate studies program."

Printed Name of Student _____ Original Signature of Student _____ Date _____

Office Use Only REG01 ADV13 ADV12

Mailed to department Mailed to student Mailed to Int'l Services

Initials: _____ Date: _____