



PERMISSION TO BE ABSENT FROM CAMPUS

(NOT TO EXCEED 30 DAYS INCLUDING HOLIDAYS AND WEEKENDS)

Graduate student degree candidates may be granted permission to be absent from campus for up to (but no more than) 30 days at a time including holidays and weekends. Time absent from campus must not conflict with the student’s academic responsibilities, coursework, research, or teaching, and should be discussed and approved (via this form) in advance with one’s advisor, program director and director/primary instructor of any courses the student will be enrolled in during the absent time period.

Student Name: _____

ID#: _____

Graduate Program: _____

Indicate if you will be appointed in any of the following assistantship positions during the time period of your absence from campus:

- Graduate Research Assistant
- Graduate Research – Teaching Assistant
- Graduate Assistant
- Other: _____

Requested dates to be absent from the Augusta University:

Departure Date: _____ Return Date (return to AU campus): _____

Total Number of Days Absent: _____

Travel Destination: _____

Your contact information during time away: (you will be responsible for checking your AU email account while absent):

Address: _____

Telephone Number: _____

The undersigned parties certify that the above named student is fulfilling all the duties of his/her Assistantship (if applicable) and may be absent from the Augusta University for the time period indicated. All parties acknowledge and agree that the above named student will, at all times specified by this document, remain enrolled in the AU –The Graduate School and will be subject to all The Graduate School relevant policies, procedures, and fees.

Major Advisor _____ Date _____

Program Director _____ Date _____

Department Chair _____ Date _____

TGS Dean _____ Date _____

I understand the above and have received a copy of this notification:

Student _____ Date _____

International students must contact the **International and Postdoctoral Services Office** for additional travel information and requirements. Web: <http://www.augusta.edu/ipso/index.phd> Email: btarver@augusta.edu Telephone: 706-721-0670