

PERMISSION TO BE ABSENT FROM CAMPUS

Graduate students may be granted permission to be absent from campus **for up to (but no more than) ten days of academic sessions at a time, excluding 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 course the student will be enrolled in during the absent time period.

Student Name:

Student email:

Graduate Program (please check one): CET PHSOP PGY1 PGY2

Indicate if you are funded by one of the following assistantship positions during the time period of your absence from camps:

Graduate Assistant (department funding – GA) Graduate Research Assistant (grant funded)
 Scholarship (specify name of scholarship and country of origin):

Requested dates, reason(s), and contact information:

Departure date:

Return date (return to UGA campus):

Total days absent:

Reason for travel:

Travel destination (city, state, country):

Emergency Contact Name:

Emergency Contact Phone:

Emergency Contact email:

The undersigned parties certify that the above named student is fulfilling all the duties of their assistantship (if applicable) and may be absent from the University of Georgia 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 UGA Graduate School and will be subject to all relevant policies, procedures, and fees.

Major Advisor (N/A for Residents):

Print/Sign Name:

Date:

Program Director:

Print/Sign Name:

Date:

Department Chair:

Print/Sign Name:

Date:

Graduate Coordinator:

Print/Sign Name:

Date:

International students must contact the Office of Global Engagement for additional travel information and requirements: <https://globalengagement.uga.edu/>