GRADUATE STUDENT LEAVE FORM

Instructions: All students requesting a leave must fill out the General Information Area on this form. Graduate students employed by the Music Department (such as: TAs, RAs, Readers, and Associates) must also complete the middle section titled “Employment Responsibilities.” Please return completed form to the Music Department Graduate Office at least one month before leaving the university.

GENERAL INFORMATION:

First Name: [ ] Last Name: [ ]
Student Status (Please check appropriate box.): MA [ ] PhD [ ] DMA [ ]
Graduate Financial Award (Employment Title): TA [ ] RA [ ] Assoc. [ ] Reader [ ] No Employment [ ]
Leave Start Date: [ ] Leave End Date: [ ]

Contact Information
Address While Away:
Telephone: [ ] Fax: [ ]

Purpose of Leave

EMPLOYMENT RESPONSIBILITIES:

Those graduate students employed by the Music Department (TAs, RAs, Readers and Associates, etc.) must outline how their job responsibilities will be met while they are away.

<table>
<thead>
<tr>
<th>Class/Duties to Be Missed</th>
<th>Date of Missed Class/Duties</th>
<th>Person Covering Course/Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Student Signature [ ] Date [ ]
Course Instructor (if TA or Reader) [ ] Date [ ]
Comm. Chair/Advisor Signature [ ] Date [ ]

For Office Use Only:

Approved:

Department Chair Signature [ ] Date [ ]

Comments:

8/07