

Application for Travel or Vacation Leave

Students may take up to two weeks (total) of vacation per academic year, but the dates must be pre-approved. Any additional time off is unpaid. Students are required to be studying, working in the lab, and/or attending classes to remain in good standing. Students who take extended unapproved leave can be subject to a number of penalties, up to and including having their research position revoked. Please note that there are not special exceptions for Visa-related travel, and you have an obligation to minimize the likelihood of an extended absence during graduate training.

If you have extenuating circumstances that may require you to be away from the University for an extended period of time – for example, a visa security check takes longer than expected, the birth of a child, death of a close family member, marriages, or family emergencies – your advisor and the Graduate Coordinator will take them into consideration. If you are already abroad and need to extend your stay, you will still submit this form.

Students must submit this form, signed by their advisor and the Graduate Coordinator, to the DATA administrative coordinator before your travel.

Name: _____

Advisor: _____

Year you started in the program: _____

Current Funding Source (GTA or GRA?): _____

Total number of days of leave requested: _____

Dates: _____

Reason for Travel:

Plan for ensuring this does not disrupt your graduate studies:

Name, Signature and Date of Student

Name, Signature and Date of Advisor

Name, Signature and Date of Graduate Coordinator