



Department of Graduate Pharmaceutical Sciences

GRADUATE ASSISTANT LEAVE REQUEST

Policy: Graduate Assistants who desire vacation time in addition to OUHSC holidays must request this in writing from their faculty advisor, the chair of their academic department, and the Director of the Graduate Program. Written approval must also be obtained from faculty member(s) to whom they have been assigned as teaching assistants if they will be absent during or within one week of the start or end of a semester.

I hereby request a leave of absence for the following interval. (If the absence will be for more than one week, please state the reason for requested leave.)

Date

Graduate Assistant's Name

Required Signatures

Approved?

Yes No

Faculty Advisor

Yes No

Teaching Assistant Supervisor (if applicable)

Yes No

Chair of Academic Department

Yes No

Director of the Graduate Program

Submit this form to the Director of the Graduate Program after other signatures have been obtained.