Submitting the Request for Leave of Absence form

1. Select department and Major/Degree
2. Enter Last Term Enrolled. This will be the last semester in which you were enrolled at UGA.
3. Enter the semesters in which you plan to request leave in the field "Leave is requested for the following term (s).
4. Type your Major Professor's name in the appropriate field.
5. Select a reason
6. Provide any additional information in the field "Explain."
7. Upload any supporting documentation such as medical documentation, letters or birth certificates.
8. Click Submit
9. If form is submitted correctly, you will see confirmation on the page and receive a confirmation email.
10. Once submitted your form will be sent to both your major professor and graduate coordinator for review and approval. You should discuss your leave of absence request with your major professor before submitting the form.