

GRADUATE STUDENT ABSENCE REQUEST FORM (rev11/2023)

Electrical and Computer Engineering

COMPLETE ONLY if you are taking PERSONAL LEAVE during academic year

Contact Sara K Harris-Talley on 4-1097 with any questions.



SS: Process LWOP EPA

TIME AWAY DETAILS *(To be completed by ECpE graduate student)*

<input type="checkbox"/> PERSONAL LEAVE		
LAST Name	FIRST Name	University ID #
Emergency Phone #	Email	
First Day of Absence (mm/dd/yyyy)		
Last Day of Absence (mm/dd/yyyy)		
Where are you going <input type="checkbox"/> In-State or <input type="checkbox"/> Out-of-State or <input type="checkbox"/> Out-of-Country		
FORWARD TO TANOLTE@IASTATE.EDU		
<input type="checkbox"/> I am NOT on a paid appointment	to have this document placed in your Student File for emergency reasons only.	

PAID APPOINTMENT DETAILS *(Complete ONLY IF PAID ECpE grad. student)*

NAME of Major Professor	
<input type="checkbox"/> I am currently ON PAID APPT	FORWARD TO SKHARRIS@IASTATE.EDU
<input type="checkbox"/> RA or <input type="checkbox"/> TA	to obtain approval from your major professor.

APPROVAL *(To be completed by major professor)*

Faculty: The department encourages faculty to allow their paid grad students to take 10 personal days each semester (weekdays that are not holidays). As such, it is entirely up to YOU if you want any LWOP processed. Check NO if you want no LWOP processed; else enter start/end dates for LWOP processing by Student Services. <i>Please note that this is to comply with ISSO for students on visa and federal regulations for students that are on a paid appointment.</i>	
Processing LWOP is COMPLETELY UP TO the major professor.	
<input type="checkbox"/> NO LWOP	
<input type="checkbox"/> LWOP	Start Date: _____ End Date: _____
Signature _____	Date _____

NOTE: International Students – please check with International Students and Scholars (4530 Memorial Union) to ensure you comply with any USCIS regulations.