## UCSD Department of Music 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			
Graduate Financial Award (Employment Title):		TA 🗌 RA 🗌	Assoc.	Reader	No Employment	
Leave Start Date:		Leav	e End Date:			
Contact Informat	tion					
Address While Awa	ıy:					
Telephone:			Fax:			
Purpose of Leave						

## **EMPLOYMENT RESPONSIBILITIES:**

Class/Duties to Be Missed	Date of Missed Class/Duties	Person Covering Course/Duties	

Student Signature Date		Date	Course Instructor (if TA or Reader)	Date
For Office Use Only:			Comm. Chair/Advisor Signature	Date
Approved:				
	Department Chair Signatu	ire Dat	e	
Comments:				