

# **Graduate School Leave of Absence from Continuous Registration of 600 Dissertation/Research**

**Please read the following Graduate School Policy on Course 600 and Continuous Registration available in the Graduate Catalog:**

## **Registration for Course 600 and Continuous Registration**

**(For detailed notes about the policy, please refer the Graduate Catalog on the Graduate School website.)**

Course 600 is reserved for doctoral research and dissertation hours. Initial registration for 600 should be determined by each department and generally corresponds to the time at which a student begins work actively on dissertation research. From this time on, students are required to register continuously for at least 3 hours of 600 each semester, including summer term. A minimum total of 24 hours of course 600 is required.

A student who will not be using faculty services and/or university facilities for a period of time may request leaves of absence from dissertation research up to a maximum of six terms (including summer terms). The request, approved by the major professor, will be submitted by the student and filed in the Graduate School.

**If you meet the requirements and the guidelines of the aforementioned policy as outlined in the Graduate School Catalog, then please fill out the following form by following the instructions carefully.**

## Graduate School Leave of Absence from Continuous Registration of 600 Dissertation/Research

**Instructions for Student:** Please complete this PDF form by filling all the data fields in the "To be filled by student" section. Email the completed form to your Departmental Director of Graduate Studies who will then provide the required information and endorse your request. The Director of Graduate Studies will email the completed form to the Graduate School graduation specialist. If the student's last name begins with A-K email form to Sylvia Miller at sylvia@utk.edu. If the last name begins with L-Z email form to Julie Harden at jharden@utk.edu.

### To be filled by student

**Name:**   
(Last Name) (First Name) (Middle)

**Student ID#:**

**Email:**  **Tel. No.:**

**Terms for leave previously requested:**  0  1  2  3  4  5  6

**Terms for leave requested:**  Fall  (Year)  Spring  (Year)  Summer  (Year)

**Justification:**  I was not an active student working with my major Professor and I was not actively employed by UTK as a Graduate Assistant during this time.

**Additional information (if necessary):**

**Submitted by:**  **Date:**   
(Typing name above implies all information provided is true)

---

### To be filled by Major Professor

**Instructions for Major Professor:** Please review the information provided by the student above and provide the following details. This form will NOT be acceptable without your agreement with the above information and its receipt from any other email address except your UTK account. After filling in the information below, please hit the "Save Form" button to save the form. Please email the completed form with email subject as: "**Submission Request for Time Extension Form**" to the **Graduation Specialist associated with the last name of the student as indicated above.**

I acknowledge and endorse this request for leave of absence from continuous registration of course 600 for the above mentioned student. All the information provided in this form by the student is true to the best of my knowledge.

**Major Professor Name:**  **Date:**

**Department:**