

Readmission for UT-Austin

Please note: This information is applicable only for graduate students previously admitted and enrolled at the University of Texas at Austin.

1. Submit a leave of absence form for the Graduate School before the beginning of the semester that you want to be absent. Only one form is necessary for two consecutive long semesters. I can do this for you, but you need to send me or Dr. David Neumeyer <neumeyer@mail.utexas.edu> an e-mail detailing why you want the leave of absence and for how long before I can begin the process. Keep in mind, the leave of absence is not accepted by the Graduate School after the 12th class day of the long semester that a student is absent.

2. To return to UT, you must submit a readmission application. This is required by UT if not enrolled for one long semester or more (summer is not considered a long semester). The readmission application has a \$50 fee, but can be waived as long as you have a signed leave of absence form on file before you took off the semester in question. You can either use the paper application which you can request from me or GIAC (512-475-7391) or use the online application at <http://www.utexas.edu/student/giac/>. It is generally not necessary for students to resubmit any other application materials unless requesting to switch to a different area of study in music. Performance majors returning to a performance degree may have to reaudition if absent more than one year.

Deadlines for submitting the readmission application are:

July 1 for Fall (Feb. 1 if audition required and/or interested in scholarship/assistantship consideration)

Dec. 1 for Spring

May 1 for Summer

After one year, performance students will need to reaudition. In this instance, for Fall semester reentry, it's very important that you apply for readmission by Feb. 1 and audition during the departmental audition dates.

3. As a courtesy, notify your major professor/adviser of your intent to take a leave of absence, and preferably when you plan to return.