



**Office of Graduate Studies
Leave of Absence Request Form
(see Policy on reverse)**

Student Name: _____ Student ID: _____

Address: _____

Telephone #: _____ Email: _____

Degree Program: _____

Reason for leave of absence request: *Please note: Medical reasons should be accompanied by a certificate from a qualified health practitioner confirming that the student requires a leave for medical reasons. Details of medical problems are NOT required.*

Student Signature: _____ Date: _____

Timeline for Completion of Program of Study

Step 1

Courses to be Completed	
Course Number & Title	Expected Completion Date
For thesis students:	
Thesis Proposal Presentation	
Thesis Defence	

Student's Signature Date

Thesis Supervisor's Signature (if applicable): Date

The student must submit this completed form to their Graduate Program Coordinator for approval (see Step 2).

Step 2

Graduate Program Co-ordinator Approval

Graduate Program Co-ordinator's Signature

Date

- Approved
- Not approved

Reason (if declined): _____

Step 3

Office of Graduate Studies Approval

Dean of Graduate Studies Review:

Decision of Dean of Graduate Studies:

- Approved
- Not approved

Reason (if declined): _____

Dates of approved leave: From: _____ To: _____

Signature: _____ Date: _____

The Dean of Graduate Studies will copy the completed forms to:
The Registrar and Student, Thesis Supervisor (if applicable) and the Graduate Program Coordinator (to be placed in the student's file).

Leaves of Absence

Students with bona fide reasons, such as illness or parental leave, for not registering in one unit of credit in any academic calendar year (September to August) must apply for a leave of absence from the program by submitting a Request for Leave of Absence Form to the Dean of Graduate Studies, Chair of the Graduate Studies Program & Policy Committee, prior to the start of the semester in which the leave begins. Prior to consideration of a leave of absence request students must discuss the request with their Thesis Supervisor (if applicable) and the Graduate Program Co-ordinator and establish a timeline for completion of their program of study. This timeline must be included with the request for a leave of absence. Students may normally be granted a leave for twelve months only once in their program. Students on leave of absence will not be permitted access to University services such as library privileges or e-mail nor be entitled to any kind of supervision during the period of their leave.