



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

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Requested leave period: \_\_\_\_\_ to \_\_\_\_\_  
(Date) (Date)

Have you previously been granted a deferral of admission, leave of absence, or extension during your current academic program? Please select all that apply.

- Deferral. Date: \_\_\_\_\_
- Leave of Absence. Dates: \_\_\_\_\_ to \_\_\_\_\_
- Extension. Date: \_\_\_\_\_

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(s) & Title(s)	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).

Revised: January 2016

**Step 2**

**Graduate Program Co-ordinator Approval**

\_\_\_\_\_  
Graduate Program Co-ordinator's Signature

\_\_\_\_\_  
Date

- Approved
- Not approved

Reason (if declined): \_\_\_\_\_  
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**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 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.