
Type:	B - Educational (Senate)	Last Approved: June 4, 2020
Executive Responsibility:	Provost and Vice-President Academic	Policy: 96.07
Administrative Responsibility:	Registrar	

Graduate students must request a leave of absence before the date on which the leave will start. Retroactive leaves will be approved only for exceptional circumstances.

Leaves of absence will align with the academic semester and will be granted on a four-month basis starting on the first day of September, January, or May. Leaves may be granted for a period of four, eight, or twelve months. The time that a student spends on a leave of absence is not counted as part of the allowed time to complete a degree (see Policy 96.08 – Time Limit for Graduate Program Completion). When a student requires a leave that is less than one academic term, arrangements should be managed within the student's academic unit.

Students must discuss leave arrangements with their supervisor as early as possible to ensure that appropriate adjustments can be made before a leave begins. They will then complete and submit to their supervisor and Dean the "Request for Leave of Absence" form from the Scholarship, Research and Creative Activity website. The form asks students to identify the type of leave being requested and the length of time required for the leave. Students are required to meet with the head of the graduate program to discuss their request, and all requests must be approved by their Dean. If the leave is not approved, students will have the opportunity to withdraw and apply to re-enter the program at another date. The onus is on students to inform the head of the graduate program, prior to recommencing their studies, of their intent to return from a leave of absence.

If approved for a leave of absence, students will not undertake academic or research work towards fulfillment of their graduate program. Access to the University's facilities and resources including the library, research labs, computers, and faculty supervision, will be limited while students are on a leave of absence.

International students:

Before applying for a leave, international graduate students should consult with International Education to ensure that they comply with the conditions of their study permits.

Award holders:

Students who hold awards will receive the full amount of the award for which they are eligible. In most cases, however, students cannot receive awards while they are on a leave of absence. Students will receive the balance of their awards when they return to registered status.

Related Policies and Procedures:

[Policy 96.08 - Time Limit for Graduate Program Completion](#)

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