

YEATES SCHOOL OF GRADUATE STUDIES

Name:		ID number:	
Ryerson e-mail:		Program:	
Current Status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		
First term of Registration:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer		Year:
Supervisor's name:	<input type="checkbox"/> 1st LOA <input type="checkbox"/> 2nd LOA		
The term you wish this change request to be effective: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer Year:			
The anticipated term of your return: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer Year:			

Part A. Application Procedure

Application Deadline: Before the first day of classes for the term in which the request is being made.

The School of Graduate Studies requires continuous registration for all full- or part-time students. After registration in a full- or part-time program, a request for a LOA will only be considered for health or compassionate reasons, and normally for a maximum of two terms.

Applications for a LOA must be submitted to the Program Director for approval. You may not apply for a LOA in order to reduce tuition fees. If you have unsatisfactory or incomplete grades, you may not be eligible for a Leave of Absence.

Submission and Approval Procedure:

- You must submit to your faculty advisor/supervisor
 - * this application,
 - * a letter providing detailed reasons for the application (and substantiating documents where appropriate. If the application is health related, a Ryerson's medical certificate (<http://www.ryerson.ca/senate/forms/medical.pdf>) or similar medical documentation.
 - * a copy of your Program of Study
 - * a copy of the current Progress Report
- Your faculty advisor/supervisor will review the documents and recommend approval or disapproval (with comments and a revised Program of Study) to the Program Director.
- The Program Director will approve or deny first application for leave and make recommendation to the Dean of Graduate Studies for second leave applications.
- An approval or disapproval will be sent to you via the Ryerson e-mail address indicated above.
- If approved, the Program Administrator will have Enrollment Services process the LOA on SAS.
- You must keep a copy of this form for re-submission of **Part B** when you are returning from the LOA.

Student's signature _____

Date: _____

Supervisor:

- Approved Denied

Date: _____

Director:

- Approved Denied

Date: _____

Dean: (required for a 2nd LOA)

- Approved Denied

Date: _____

Distribution: (Office Use)

- Program Administrator
Date: _____

- Enrollment Services
Date: _____

- Student
Date: _____

Part B. Reinstatement/Registration Procedure:

- Submit this form to your Program Administrator, indicating the change from LOA status back to ACTIVE student status, 1 month prior to registration.
- Submit a course selection form to your Program Administrator.
- The Program Administrator will notify Enrollment Services to activate the student on SAS, and then enrol you in course(s) according to your course request(s).

Change Request from Leave of Absence to ACTIVATION as follows:

Term in which you wish this change request to be effective:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer	Year:
Student's signature:	Date:	
Program Office Use:	Revised Completion Term <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer	Year:

Distribution: (Office Use)

- Program Administrator
Date: _____

- Graduate Office Assistant
Date: _____

- Enrollment Services
Date: _____

Note: the student must return in the term specified above, or be considered 'withdrawn' from the Program.