

**PARENTAL LEAVE OF ABSENCE APPLICATION
GRADUATE PROGRAMS**

Graduate Studies requires continuous enrolment for all full- or part-time program students. After registration in a program, parental leave may be granted for the period up to 18 months from the birth or adoption of a child (maximum 5 terms) to provide primary caregiving for the child. Graduate students are eligible for a parental leave for every occasion of birth or adoption that occurs during a student's graduate career. Parental leave must commence within 12 months of the date of birth/custody. Applications must be submitted to the Program Director for approval no later than the beginning of the term in which the LOA is being requested.

Section A: Application procedure

1. You must submit to your program:
 - this form
 - a letter outlining the reason for the leave
 - a plan for successful return to the program, approved by your advisor/supervisor
 - verification or documentation of date of birth or date of custody
2. Your faculty advisor/supervisor will review your request and approve the plan for a successful return to the program.
3. The Program Director will approve or deny the request form.
4. A response will be sent to you via the Ryerson e-mail address indicated below.
5. When approved, the Program Administrator will have the Operations Support process the LOA on RAMSS
6. You must keep a copy of this form for re-submission of **Section D** when you return from the LOA.

Section B: Student information

Last Name, First Name:		Student ID:	
Degree Program (e.g., Fashion MA):		Ryerson.ca email:	
Current status:	Full-time	Part-time	
First term of registration (Fall, Winter, Spring):		Year:	
Requested LOA:	Start leave (term):	Return in (term):	No. of terms:
Student signature:			Date:
Section C: Approvals			
Approve	Deny	Program Director: (Max. 5 terms)	
		Date:	
		Start term:	End term:
		No. of terms:	

Section D: Reinstatement/registration procedure

1. Meet with your Supervisor or Program Director to prepare a revised Program of Study
2. Submit this form to your Program Administrator, to indicate a return to studies 1 month prior to the term you will be enrolling for. The Program Administrator will coordinate your re-activation in the program and provide you with course enrolment information

Last Name, First Name:		Student ID:
Reinstatement term and year:	Student signature:	
Program office use	Revised completion term/year:	

Note: The student must return in the term specified in the approval. A student who fails to return from a LOA by the date set in the approval will be withdrawn from the Program.