

**LEAVE OF ABSENCE APPLICATION
GRADUATE PROGRAMS
(Not to be used for parental leave)**

Graduate Studies requires continuous enrolment for all full- or part-time program students. After registration in a program, a request for a Leave of Absence (LOA) will only be considered for serious or significant health, financial or compassionate reasons, and normally for a maximum of two terms. If you are requesting an LOA for parental leave, please complete the appropriate form. Applications must be submitted to the Program Director for approval no later than October 15 (fall), January 15 (winter) and June 15 (spring/summer)

Section A: Application procedure

1. You must submit to your program:
 - this form
 - a current academic history or unofficial transcript
 - a letter outlining the reason for the leave
 - a plan for successful return to the program, approved by your advisor/supervisor
 - supporting documentation as appropriate (e.g., [TorontoMetU Health Certificate](#))
2. Your faculty advisor/supervisor will review the documents and recommend approval or disapproval (with comments) to the Program Director.
3. The Program Director will approve or deny a first application for leave or, when necessary, make recommendation to the Vice-Provost and Dean, Graduate Studies for the application.
4. A response will be sent to you via the torontomu e-mail address indicated below.
5. Keep a copy of this form for re-submission (**Section D**) upon returning from the LOA.

| Section B: Student information | | | |
|--|---------------------|---|---------------------|
| Last Name, First Name: | | Student ID: | |
| Degree Program (e.g., Fashion MA): | | torontomu.ca email: | |
| Current status: | Full-time | Part-time | Advisor/Supervisor: |
| First term of registration (Fall, Winter, Spring): | | Year: | |
| Is this your: | 1 st LOA | 2 nd LOA | Other: |
| Requested LOA: | Start term: | End term: | No. of terms: |
| Student signature: | | | Date: |
| Section C: Approvals | | | |
| Approve | Deny | Advisor/Supervisor Signature: | Date: |
| Approve | Deny | Graduate Program Director: (1 st LOA for 1 term) | Date: |
| Approve | Deny | Vice-Provost and Dean, YSGS: (More than 1 term or 2 nd LOA) | Date: |

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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.