

FGS Regulations - LEAVE OF ABSENCE

A Leave of Absence from a graduate program may be requested for exceptional circumstances.

A Maternal/Paternal Leave of Absence will be granted to students who are either biological or adoptive parents, while they are caring for a newborn or newly adopted child of any age. These leaves will be approved up to to a three-term limit per pregnancy or adoption. There is no maximum number of Maternal/Paternal leaves.

Requests for Leaves of Absence will be considered on an individual basis by the Leave/Extension Committee, which will in turn make a recommendation to the Faculty of Graduate Studies Council. The decision to accept, vary, or reject a request lies solely at the discretion of the Faculty of Graduate Studies Council, without right of appeal.

When a request for a Leave of Absence is granted, a “stop-the-clock” policy will prevail with respect to payment of tuition fees, period of study, and other affected graduate degree requirements.

Students cannot be registered in any term that is requested as a Leave of Absence.

The request must demonstrate that the situation which has arisen is temporary and will be bridged by the Leave. Adequate details supporting the request must be provided on the form. Requests will be returned to the academic unit if the information provided is insufficient.

A request for health reasons must be accompanied by a note from a licensed/registered health practitioner. A student returning from a health-related Leave of Absence must provide a note from a licensed/registered health practitioner, stating that the student is able to resume studies.

A request for a retroactive Leave will not normally be considered. The Leave of Absence Request must be submitted in or during the term prior to the Leave. Leaves of Absence are granted per term and therefore start and end at the beginning and end of a term.

A student is eligible for a maximum of three Leaves of Absence (four at the PhD level) in addition to an unlimited number of Maternal/Paternal leaves, provided that no single Maternal/Paternal Leave extends beyond three consecutive terms. If additional time away is required (more than the three-term limit, **four terms for PhD students**), the student is advised to withdraw from the program and apply for re-admission at a time more suitable for completion.

While on a Leave of Absence the student will not have access to University faculty, Laboratory nor other facilities. Library access will be restricted to that of the general public. **A graduate student who is on a Leave of Absence is not eligible for funding.**

After returning from a Leave of Absence, the student must be registered for at least the one term immediately following the Leave of Absence.

All personal information in requests for Leaves of Absence and in all related communications will be held in strict confidence and disclosed only to University faculty, staff and agents who need the information to carry out their duties, or as required by law.