



Request for Leave of Absence

Graduate students whose programs require continuous registration may apply to their Graduate Coordinator for a one-session to three-session leave during their program of study for (i) serious health or personal problems which temporarily make it impossible to continue in the program, or (ii) parental leave by either parent at the time of pregnancy, birth or adoption, and/or to provide full-time care during the child's first year. Students experiencing financial difficulties should first contact the SGS Graduate Awards Office.

Once on leave, students will not be registered nor will they be required to pay fees for this period. In general, students on leave may not make demands upon the resources of the University (including the GSU Health and Dental Plans), attend courses or expect advice from their supervisor. As an exception, students on leave for parental or serious health reasons who wish to consult with their supervisor or other faculty are advised to make special arrangements through their graduate unit. Students on leave will not be eligible to receive University of Toronto fellowship support. In the case of other graduate student awards, the regulations of the particular granting agency apply. The time limits for achieving candidacy and completing the degree program will be extended by the duration of the leave taken, i.e., one, two or three sessions as appropriate.

Except for parental leave or in exceptional circumstances, it is not expected that a student will be granted more than one leave under the terms of this policy. Normally the start and finish of the leave would coincide with the start and end of a session. When students require a leave to begin in mid-session, they are advised to contact the Director of Student Services to make special arrangements. Subsequent requests for leave and other non-standard leaves must be approved by the Admissions and Programs Committee of SGS, as well as the graduate unit, and will require a substantive rationale written by the home Graduate Coordinator and, if applicable, require supporting documentation (e.g. a medical leave request beyond three-sessions must include a medical certificate).

SECTION 1: To be completed by the student:

Name:		Student Number:	
Degree:		Session:	
Graduate Unit:		Full-time:	Part-time:
U of T Email:	Have you had a previous leave?		Yes No
Type of leave requested: Parental Parental leave must be completed within twelve months of the date of birth or custody. Where both parents are graduate students taking leave, the combined total number of sessions may not exceed four. Students are eligible for one leave per child. Personal/Medical Provide an explanation. Attach additional pages if more space is required.			
Number of sessions requested (maximum of 3):		From:	To:
Are you currently receiving an award for the sessions indicated?		Yes	No
If yes, please indicate awards:			
*By signing this form, I understand the conditions of this request and agree not to undertake any academic work toward my graduate degree program.			
Student's Signature*:			Date:

SECTION 2: Chair/Director/Graduate Coordinator Approval:

Original time limit for the degree:	New time limit for the degree:	
SGS review required for non-standard requests (second leave and other non-standard requests):		Yes
Home Chair/Coordinator Signature: (sign and print name)	Graduate Unit:	Date:

SECTION 3: Vice-Dean, Students, School of Graduate Studies Approval:

Request for Leave of Absence:	Approved	Denied
Vice-Dean's Signature, School of Graduate Studies:		Date:

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, Room 201, 12 Queen's Park Crescent West, Toronto, ON M5S 1A8.