



## Leave of Absences from Graduate Programs Policies and Procedures

Students who, due to exceptional personal circumstances, are prevented from actively pursuing their course of study and research within the normal period of their Graduate Program may apply for a Leave of Absence during the course of their absence. If granted, students must pay the associated fees for each semester during the course of their absence.

The maximum leave period provided under this policy is twelve (12) months. The period for which a graduate student is granted a leave does not count towards the students time-for-completion of their program (i.e. the clock is “stopped”, while the student is on leave). At the end of the period of approved Leave of Absence the student must reactivate their program by completing the application form for “Visiting, Upgrading and Reactivation Students” available on the FGSR web site. Reactivation of a program requires approval from the Program and the Dean of the FGSR. If a student is receiving funding from the University in support of their graduate program at the time they take a Leave of Absence, they are not guaranteed to receive the funding upon reactivation of their program.

**For more information on leaves see Academic Regulation 21 in the Graduate Academic Calendar**

### **Procedure for students:**

To apply for a Leave of Absence the:

1. student must document in a letter to the appropriate Program Coordinator the reasons they require a leave of absence
2. student must complete the “*Application for Leave of Absence from Graduate Program*” available on the FGSR website
3. student must send the “*Application for Leave of Absence from Graduate Program*” form and letter to the Research Supervisor and Program Coordinator for approval. **In graduate programs which require a thesis, students are also required to submit their most recent annual report to their Program coordinator as per Regulation 28.**
4. Research Supervisor and Program Coordinator must complete the University Approvals section of the “*Application for Leave of Absence from Graduate Program*” form.
5. Program Coordinator must forward the letter and completed “*Application for Leave of Absence from Graduate Program*” form to the Dean of the Faculty of Graduate Studies and Research (FGSR) for decision
6. Dean of the FGSR makes final decision about the request and provides written documentation to the student

Students who have been granted a leave of absence should note that they must:

1. Pay the appropriate fees for **each semester** they remain in this status
2. Reactivate their program at the end of the of their approved Leave of Absence period by completing the “*Application for Reactivation into Graduate Program*” form available on the FGSR web site.

*In all cases the Dean of the FGSR reserves the right to approve or deny any application for Leave of Absence. The decision of the Dean of the FGSR is final.*



## Leave of Absence Application Form For Graduate Students

**Student: Fill out sections 1 to 5**

**1. Provide your name and contact information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Email \_\_\_\_\_ Student Number A \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Student's Research Supervisor \_\_\_\_\_  
Program \_\_\_\_\_ Date Program Started \_\_\_\_\_

**3. Provide information about the timing of the leave (Note: the maximum time for a leave is 12 months)**

September to December \_\_\_\_\_ year  
 January to April \_\_\_\_\_ year  
 May to August \_\_\_\_\_ year

**4. Provide an explanation for the leave (attach an extra page if required)**

---

---

**5. Sign the following declaration**

If my request is granted, I understand that **a)** I will not be classified as an "active" student; **b)** the maximum time permitted in this status is twelve (12) months; **c)** I must pay the requisite fee for "leave of absence", **d)** I must file an Application for Reactivation into Graduate Program form with the FGSR to re-activate my status, which will not automatically be granted, and **e)** upon reactivation of my Program, I am not guaranteed to receive funding from the University that I may have been receiving when I took my Leave.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor: Fill out section 6**

**6. Sign the following declaration**

I support the student's request for a leave of absence:  YES  NO

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Program Co-ordinator: Fill out section 7**

**7. Complete the checklist (Leaves should be recommended only for students in "good standing.")**

- Student has been registered for all semesters since admission and is currently registered
- Student's CGPA is at least 3.00
- Student has achieved a passing grade in all courses

I support the student's request for a leave of absence:  YES  NO

If **not** approved, please indicate the reason: \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Return form to:**  
**Faculty of Graduate Studies and Research**  
  
[AssociateDean.FGSR@smu.ca](mailto:AssociateDean.FGSR@smu.ca)

**FGSR USE ONLY**

Leave Granted  Yes  No

Signature Dean or Designate:  
\_\_\_\_\_

Date: \_\_\_\_\_