



School of Graduate Studies

## Guidelines for Leaves

The regulations governing leaves of absence reflect the following principles:

A leave of absence is normally permitted only when circumstances prevent a student from making progress on any of his/her graduate program requirements; work toward such ends is not permissible during the leave.

- (a) Normally a maximum of 1 leave
- (b) Duration of leave normally to be a maximum of 12 months
- (c) That leave only be granted for the following reasons:

### *Academic Reasons*

- i) Advisor/Supervisor absent from university
- ii) Required course(s) not offered
- iii) Equipment failure/repair

### *Family Reasons*

- i) Pregnancy / birth / adoption of a child
- ii) Unusual or exceptional family care responsibilities

### *Employment Reasons*

Relocation period resulting from transfer of employment to different location

### *Medical Reasons*

Medical certification of inability to pursue studies for the duration of the requested leave

### *Financial Reasons*

Change in material circumstances

- (d) Applications for leave should normally be made before the end of the registration period in the first semester for which a leave is requested. **Requests received after the end of the regular registration period, and approved, will be charged a \$25.00 administration fee.**
- (e) Applications for leave will be considered, and may be granted, by the Dean. A semester-by-semester summary of leaves granted will be forwarded to Academic Council for information. Denied leaves will be appealed through [normal channels](#).

**Note 1:** Requests for leaves for reasons other than the above should be submitted to the Executive Committee of the Academic Council, School of Graduate Studies.

**Note 2:** If you are currently receiving financial support, we cannot guarantee that this support will be available when you return from your leave of absence. (You should clarify this with your supervisor before you submit a request for leave.)

**Note 3:** Students are advised that no progress may be made in the graduate program while on a leave of absence.

## REQUEST FOR LEAVE OF ABSENCE (GENERAL REGULATION 2.4.3.6)

I hereby request a leave of absence from the School of Graduate Studies in accordance with [General Regulation 2.4.3.6](#).

Student Information			
<b>MUN #:</b>	<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
<b>Academic Unit:</b>		<b>Degree:</b>	
<b>Admission Date:</b>		<b>Leave Start/End Dates:</b>	
Dates of any Previous Leaves of Absence Granted (Please indicate below)			
Indicate what has been completed in your program to date and what is left to complete			
Reason(s) for a Leave Request (Check all that apply)			
Academic	Family	Other	
Maternity	Employment		
Medical	Financial		
Outline of the Reason(s) for the Leave Request			
Use an additional sheet if necessary. Extenuating circumstances should be authenticated with appropriate documentation, such as a letter from an employer, a supporting statement by a medical practitioner defining the medical problem, etc.			
Student Signature			
<b>Signature:</b>		<b>Date:</b>	
Supervisor and Department Head/Graduate Officer/Assistant or Associate Dean/Director (as appropriate)			
<b>Comments:</b>			
<b>Leave supported</b>	<b>Not supported</b>	<b>Leave supported</b>	<b>Not supported</b>
<b>Supervisor Signature:</b>		<b>Academic Unit Representative Signature:</b>	
<b>Date:</b>		<b>Date:</b>	
Dean/Associate Dean of Graduate Studies			
<b>Comments:</b>			
Recommendation/Decision:			
<b>Granted</b>		<b>Denied</b>	
<b>Signature:</b>		<b>Date:</b>	
Decision of Academic Council Executive (if recommendation made by the Dean/Associate Dean)			
<b>Leave should be</b>		<b>Denied</b>	
<b>Granted</b>		<b>Denied</b>	

*Memorial University protects privacy and maintains the confidentiality of personal information. The information requested in this form is collected under the general authority of the Memorial University Act (RSNL1990CHAPTERM-7). It is required for administrative purposes of the School of Graduate Studies. If you have any questions about the collection and use of this information, please contact the Manager – Enrolment and Strategic Initiatives, School of Graduate Studies, at 709.864.2445 or at [sgs@mun.ca](mailto:sgs@mun.ca).*