



**School of Social Work**

**APPLICATION FOR LEAVE OF ABSENCE**

**NAME:** \_\_\_\_\_ **STUDENT#** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**START DATE of LEAVE:** \_\_\_\_\_ **RETURN DATE of LEAVE:** \_\_\_\_\_

**RATIONALE/REASON FOR LEAVE REQUEST:**

Please attach a letter of request that addresses the following elements:

- Clearly identified statement of request and corresponding calendar regulation
- Rationale for leave including reasons for making this request
- Address how leave will assist in career goals (if applicable) help you succeed in program
- Documentation to support your request – if applicable (eg. Letter of acceptance, Student Medical Certificate)
- Acknowledgement of meeting/telephone conversation with student services – if applicable

**DOCUMENTATION ATTACHED:** \_\_\_\_\_

**NOTE:**

1. A leave of absence can only be requested after a student completes the first semester of the program.
2. Any student who requests to take a leave, for any reason, from the program and retain status in the program may normally do so once, with the written approval of the Committee on Undergraduate Studies, and for a maximum period of one academic year. A student who plans to resume studies within the one year period must notify the Dean in writing three months prior to the beginning of the term in which the student plans to continue in the program. A student who does not return at the end of their approved leave of absence will be deemed to have withdrawn from the program.  
(University Calendar, Social Work, Regulation 7.3)

Requests based on medical reasons are approved at the level of the Associate Dean and requests based on non-medical reasons are brought forth to the school's Undergraduate Studies Committee for consideration.

It is the responsibility of the student to supply appropriate supporting documentation (e.g. Student Medical Certificate for Social Work Students). Requests should be made as early as possible, and no later than the last day to add/drop courses. Students will be notified by email as to the outcome of their request.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Non Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_