

LEAVE OF ABSENCE REQUEST

REQUEST DETAILS (TO BE COMPLETED BY THE STUDENT)

Please review the [the information and instructions](#) included with this form and the Office of Graduate Programs [website](#) prior to completing this form.

Student ID: _____ First Name: _____ Surname: _____
 Email: _____@unbc.ca Program of Study: _____
 Admit Date: _____ Student Status: Full-time Part-time Student Type: Domestic International

Duration of Requested Leave: Enter the date the leave of absence will begin and end to a maximum of 12 months or 18 months for parental leave. Leaves start at the beginning of the first month of a semester (September 1, May 1, January 1) and end on the last day of the final leave semester (December 31, April 30, August 31). Example: May 1, 2021 until December 31, 2021.

From _____ until _____

Reason for request: Personal leave Medical or compassionate leave Parental leave Professional leave

Summary of reason for leave request. If enrolled in courses for the semester of requested leave, list registered courses.

List any scholarships, assistantships, grants or stipends that you currently hold:

Supporting documentation attached. Required documentation is explained in the description of leave type in the [instructions](#).

Student Signature: _____ Date: _____

SUPERVISOR(S) AND CHAIR APPROVAL

Please indicate your approval of the above plan by signing below. Include any additional information you wish to provide attach a document if additional space is required.

Supervisor Name: _____ Signature: _____ Date: _____

Co-Supervisor Name: _____ Signature: _____ Date: _____

Chair's Name: _____ Signature: _____ Date: _____

OGA USE ONLY Dean's review required? No Yes - date submitted for review: _____ Intials: _____

DEAN'S DECISION Approved Additional information required Denied

Print Name: _____ Signature: _____ Date: _____

INFORMATION AND INSTRUCTIONS FOR COMPLETION

General Information

A student may request a leave of absence when personal, health, parental, professional or academic reasons (as detailed below) interrupt studies. A student must be in good standing to request a leave.

Leaves of absence are approved by the supervisor (where appointed) or Program Chair where no supervisor is assigned. Where a supervisor is assigned, the Program Chair also reviews and signs the form prior to the Dean's final approval.

Leave Start and Duration

Leaves start on the first day of a semester and end on the last day of the final semester of leave (for a duration up to a maximum of 12 months or 18 months for parental leave). Time spent on leave does not count towards the time limit for program completion. Partial semester leaves are not available.

At least one month prior to the end of the leave of absence, students must inform their supervisor (where appointed) or Program Chair of their intention to return and register. Failure to register will result in withdrawal.

Deadline and Fees

The request for a leave must be submitted two weeks prior to the start of the semester in which the leave will begin. Late requests can only be accepted under exceptional circumstances. Provided the request is received before the deadline, students on a leave of absence do not pay tuition or student fees for the duration of the leave. Leave requests accommodated after the date to drop coursework without financial penalty will not have tuition fees refunded. If registration in the semester of leave exists, please list registered coursework on the form.

Extended Leaves

Extended leaves of absence are only granted on an exceptional basis, with very strong reasoning from the student, full support of the supervisor (where appointed) or Program Chair if no supervisor is appointed.

Where a supervisor is assigned, the Program Chair also reviews exceptional leave requests and signs prior to the Dean's final review and approval. The conditions for a return from a leave of absence may require that additional coursework be completed or repeated and additional criteria be established for continued study.

Academic and Research Work While On Leave

A student cannot undertake academic or research work during the period of leave and cannot hold a teaching or research assistant position. Students must list any assistantships they hold on the leave form.

Deferred Coursework

If a student has an existing deferred grade (DEF) on their student record, the student must liaise with the course instructor to discuss options. With the permission of the instructor, deferral expiration dates are typically extended to the end of the first semester of return from a leave. It is a student's responsibility to ensure they have addressed outstanding deferrals prior to requesting a leave.

(continues on page 2)

Awards and Scholarships during On-Leave Status

Students must include a list of any awards, scholarships, grants or stipends currently held on the leave form. Award payments for awards established by the University of Northern British Columbia are suspended at the start of the leave of absence for up to a maximum of 12 months (or 18 months for parental leave) and resume upon the student's return, provided the student continues to meet all requirements for the award. For awards outside of the University, award payment during a leave is governed by the terms and conditions of leaves established by the donor or granting agency.

Types of Leave

Personal Leave: In the event a student encounters personal circumstances that have an impact on their ability to continue their studies, a maximum of 12 months leave may be taken over the duration of the degree program. Students should consult with their supervisor(s) and include the rationale for their leave request on the form (or in an attached document where more space is required).

Medical or Compassionate Leave: Where circumstances warrant, a student may request medical or compassionate leave with appropriate supporting documentation. For a medical leave, a doctor's note is required. For a compassionate leave, an explanation of the circumstances leading to the need for a leave should be provided.

Parental Leave: A student with parenting responsibilities for a newborn or newly-adopted child is entitled to a leave period of 18 months in each instance. No supporting documentation is required for this type of request.

Professional Leave: A student may be eligible to suspend their program of study for a period up to 12 months in order to pursue work experience or employment in a field related to their area of study. A student's supervisor and Program Chair must support a professional leave request and can provide guidance on what documentation they may require for review of the decision as available documentation will vary.

Confidentiality

This form is handled by staff at the program level, in the Office of Graduate Programs and in the Office of the Registrar for the purposes of processing. Additionally, the supervisor(s), Program Chair and Dean will review the information provided on (and with) this form. In the event a student's request and supporting documentation is of a confidential nature, students may contact the Office of Graduate Programs for guidance on options if they have concerns.

International Students

There may be immigration repercussions for international students requiring a leave of absence. Information about conditions for holding a study permit and the potential impact of a leave of absence can be found on the [Government of Canada website](#). Students should contact the International Office for answers to any questions.

Visit the [Graduate Calendar](#) or Office of Graduate Programs [website](#) for more details.