



Program directors/Equivalent must submit this form to the Graduate Studies Coordinator (FGS@twu.ca) for review and consideration.

Form with fields: STUDENT NAME, STUDENT ID#, STUDENT EMAIL, STUDENT SIGNATURE, DEGREE, PROGRAM

Current Semester: [] Fall [] Spring [] Summer 20__
Expected Return: [] Fall [] Spring [] Summer 20__

*REASON FOR REQUEST
PROGRAM COMPLETION PLAN

Name of Program Director/Equivalent Signature of Program Director/Equivalent Date

The Office of Research and Graduate Studies [] approves / [] does not approve this Leave of Absence.

Name of VPLGS Signature of VPLGS Date

*Documentation and/or an interview may be required

PARENT POLICY: Faculty of Graduate Studies Program Completion Policy (Approved by Senate September 9, 2014)

Notes:

- 1) Leave of Absence is defined as discontinuing enrollment for a calendar year or more, therefore not qualifying for continuing enrollment.
2) Continuing enrollment is defined as enrollment in at least one course, in at least one semester in the calendar year.
3) Application for leave of absence must be submitted to Program Director and Vice Provost of Research and Graduate Studies.
4) The leave of absence is to be negotiated between the program and student but not to exceed 1 year. An extension may be requested at the end of the year.
5) A Leave of Absence does not affect the student's GPA. The student status will be considered current but on leave.
6) Students will have access to Library services while on a Leave of Absence.
7) There is no expectation of work product, either from a student or from faculty, during a Leave of Absence.
8) Copy to a) Program Director, b) Registrar's Office, c) Office of Graduate Studies