



OFFICE OF GRADUATE STUDIES

Leave of Absence (LOA)

This request must be submitted to the Graduate Studies Coordinator (GradStudies@twu.ca) by the Program Director or Coordinator (@twu.ca), in consultation with the requesting student.

STUDENT NAME: STUDENT ID#: STUDENT'S TWU EMAIL (@mytwu.ca)
DEGREE/PROGRAM:

Current Semester: [ ] Fall [ ] Spring [ ] Summer 20\_\_
Expected Return: [ ] Fall [ ] Spring [ ] Summer 20\_\_

REASON FOR REQUEST
(\*Documentation and/or an interview may be required)
PROGRAM COMPLETION PLAN
(Either type below or attached a list of semesters and corresponding courses to be taken upon return)

By signing this form, the undersigned confirm that they understand the following:

- Further documentation or an interview may be required, as part of this request.
- If approved, the leave will be added to the student's academic record.
- There is no fee for a leave.
- University resources will be limited during a leave.
- There is no expectation of work product, either by the student or the supervisor, during a leave.
- Award payments may be suspended while the student is on-leave.
- The student may not hold student service appointments or sessional teaching appointments while on-leave.
- Students must return to current registration as a condition of being eligible for the scheduling of a defence.
- If the student does not return from leave, they may be eligible for withdrawal from their program of study.

Name of Student Signature Date

Name of Program Director/Equivalent Signature Date

FOR USE BY THE OFFICE OF GRADUATE STUDIES ONLY

Date this request form was received by the Office of Graduate Studies from the graduate program: \_\_\_\_\_

The Vice Provost of Graduate Studies [ ] approves / [ ] does not approve this Leave of Absence request.

Sonya Grypma, PhD
Vice Provost, Graduate Studies Signature Date