



## Leave of Absence

Name

Expected Graduation Term/Year

EMPLID (1234567)

SIS Network ID (abc123)

Program

### Academic Policy on Leave of Absence

The request must not exceed two consecutive academic semesters. In exceptional circumstances, a leave can be extended for another two semesters. The maximum amount of leave permitted per graduate program is four semesters. A leave of absence does not extend the maximum time permitted for the completion of degree requirements, and a leave cannot be taken while students are on extension of the five-year time limit.

Maternity, paternity or military obligations do not count toward the five-year time limit for degree completion. The length of the extension caused by maternity, paternity or military leave of absence may not exceed two years.

*If requesting a medical leave of absence, please provide additional documentation from your healthcare provider.*

### Select type :

### Select the term(s) and year requesting leave:

In the space below, provide a brief explanation to support the reason for the leave of absence if not requesting a maternity, paternity or military leave of absence. You may attach a typed statement if you choose.

### Signatures

### Date

Student

Faculty Advisor

Associate Dean / Chair

VISA Office