
Type:	B – Educational (Senate)	Last Approved: June 4, 2020
Executive Responsibility:	Provost and Vice-President Academic	Procedure: 96.07.001
Administrative Responsibility:	Registrar	

STATEMENT:

All graduate students are required to maintain continuous enrolment. Students who find it necessary to interrupt their program of study may request a leave of absence before the term begins. The purpose of a leave of absence from graduate studies is to relieve students of work associated with their graduate program in order to accommodate parental, health, personal, or professional responsibilities. When on an approved leave, students should not undertake any academic or research work related to the program for which they have requested a leave of absence. A request for a leave of absence is not intended to be used as a way to extend the time to completion (see Policy 96.08 - Time Limit for Graduate Program Completion).

Leaves of absence are available to students for a variety of reasons or circumstances after completion of a minimum of one term. During an approved leave of absence: 1) tuition fees are not assessed; 2) all supervisory processes are suspended; and 3) students will have limited access to the university's facilities during the period of the leave. Students on leave are responsible for ensuring that they understand what resources will and will not be available to them.

Related Policies and Procedures:

[Policy 96.08 - Time Limit for Graduate Program Completion](#)

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