LEAVE of ABSENCE REQUEST FORM
(BEng and BSEng Programs)

Students must complete and then submit leave of absence requests (LOA) to their Academic Advisors. All LOAs will be submitted to the BEng/BSEng Student Programs Committee (SPC) for approval.

• 4 months – automatic return to the program. Students will receive a confirmation email from the EUO.
• Students absent for an entire Winter Session (September – April) will be required apply for re-admission to the engineering program/discipline. Students will receive an official letter from the Engineering Undergraduate Office.

**PLEASE NOTE:** The BEng/BSEng Student Programs Committee meets the second Wednesday of every month. Please see the Program Change information in the calendar at [http://web.uvic.ca/calendar2015-05/FACS/FoEn/EnPr/AcRe.html](http://web.uvic.ca/calendar2015-05/FACS/FoEn/EnPr/AcRe.html).

• Biomedical, Mechanical, Software – contact Belinda de Jong, engradv1@uvic.ca, Room EOW 217
• Civil, Computer, Electrical – contact Alejandra Montenegro, engradv2@uvic.ca, Room EOW 219
• First year students – contact LeAnne Golinsky, engradav@uvic.ca, Room EOW 211

**Part 1: To be completed by student**

Request date: ________________________

Student name: ___________________________________________  Student Number: V00____________________

Email address: ___________________________________________

4 month LOA dates: ________________________________

Longer than 4 month LOA dates: ________________________________

Reason for LOA: __________________________________________

________________________________________________________

Student’s Signature: _________________________________________

**Part 2: To be completed by Academic advisor**

**a) Approval of Academic advisor**

I approve of the above request: Yes  No

Name: __________________________  Signature: __________________________  Date: ______________

**b) Approval of SPC**  Yes  No

**c) SSF update: initials**

Updated May 26/15 VC