



**Graduate Admissions and Records**  
 University of Victoria  
 University Centre  
 P.O. Box 3025 STN CSC  
 Victoria, BC V8W 3P2  
<http://registrar.uvic.ca/grad>

## Leave of Absence with Permission FACULTY OF GRADUATE STUDIES

Leaves of absence are available to students for a variety of reasons or circumstances after completion of a minimum of one term. Tuition fees are not assessed during leaves. While students are on a leave, all supervisory processes are suspended. Students can neither undertake any academic or research work nor use any of the University's facilities during the period of the leave. Students granted parental or compassionate/medical leave will retain the full value of a University of Victoria Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such awards will be suspended at the onset of the leave and reinstated when the student re-registers. Other awards will be paid according to the conditions established by the donor or granting agency. All leave arrangements must be discussed as early as possible with supervisors so that appropriate adjustments can be made prior to the beginning of the leave. Leaves of absence are normally granted in 4-month blocks, to coincide with the usual registration terms. Short-term leaves of less than one term should be managed with the student's academic unit. For information on applying for a leave of absence for reasons associated with a disability, contact the coordinator of the Resource Centre for Students with a Disability at 250-472-4947 or <inforcsd@uvic.ca>.

A graduate student who is bearing a child, and/or who has primary responsibility for the care of a child immediately prior to or following birth or an adoption is entitled to request parental leave. Parental leaves may be granted for a minimum of one term (four months) renewable to a maximum period of three terms (12 months). Graduate students who have an illness, who have been the victim of an accident, or who have suffered grave events in their lives are entitled to request medical or compassionate leave.

Students should forward their requests and appropriate documentation (letter from student explaining the circumstances, a letter from physician or other qualified professional, and written acknowledgement from the student's supervisor and the graduate adviser) to Graduate Admissions and Records. This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same.

Full Name: \_\_\_\_\_

Student #: V00 \_\_\_\_\_ Degree Program: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Term for which Leave of Absence applies:

MAY-AUG 20\_\_\_\_\_

SEP-DEC 20\_\_\_\_\_

JAN-APR 20\_\_\_\_\_

Are you the recipient of scholarship, fellowship, or award funding (does not include teaching or research assistantships) –  Yes /  No

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:** Request to be reviewed by Graduate Admissions & Records Office and a decision recorded below with signature and date decision made.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Reasons: \_\_\_\_\_