

LEAVE of ABSENCE REQUEST FORM
(BEng and BSEng Programs)

Students must complete and submit leave of absence requests (LOA) to their Academic Advisors. The Academic Advisor will review and make final decisions on these requests.

- If you've taken courses in either of the previous two sessions (Winter and Summer), then you are a current student and normally can register for courses in the next academic session.
- If you haven't taken courses in either of the previous two sessions, then you are a returning student and you must apply to re-register. You can choose whether to return to your previous program or to apply to a new program using [My UVic application](https://uvic.ca/application) (<https://uvic.ca/application>)

Academic Advisors:

- First year students – contact LeAnne Golinsky, engradav@uvic.ca, EOW 211
- Mechanical, Software – contact Belinda de Jong, engradv1@uvic.ca, EOW 207
- Biomedical, Civil, Computer, Electrical – contact Alejandra Montenegro, engradv2@uvic.ca, EOW 217

Part 1: To be completed by student

Request date: _____
Student name: _____ Student #: V00_____
Email address: _____
<input type="checkbox"/> 4 month LOA, Dates (Month/Year – Month/Year): _____
<input type="checkbox"/> > 4 month LOA, Dates (Month/Year – Month/Year): _____
Reason for LOA: _____ _____
Do you have a UVic Scholarship: <input type="checkbox"/> Yes <input type="checkbox"/> No
Student's Signature: _____

Part 2: To be completed by Academic Advisor

I approve of the above request: <input type="checkbox"/> Yes <input type="checkbox"/> No
Academic Advisor: _____
Signature: _____ Date: _____
Update in SSF: _____ (initials)