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 Advisors 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 reregister. You can choose whether to return to your previous program or to apply to a new program using My UVic application.

Academic Advisors: see below
- Mechanical, Software – contact Belinda de Jong, engradv1@uvic.ca, Room EOW 207
- Biomedical, 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: _________________________________________

______________________________

Do you have a UVic Scholarship:  ☐ Yes  ☐ No

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) SSF update: initials _________