

Senate Policy

Leave of Absence, Reinstatement and Voluntary Withdrawal, Graduate Studies

3.6

Description:

This policy outlines the conditions under which a graduate student may request a leave of absence or is deemed to have voluntarily withdrawn from their program.

Approvals:

Approved by Senate Graduate Studies Committee: March 2012
Approved by Senate: March 2012

Approved by Senate Graduate Studies Committee: April 2018
Approved by Senate Academic Standards Committee: April 2018
Approved by Senate: May 2018
Effective Date: September 2018

Revised by Graduate Studies Committee: December 2022
Approved by Academic Standards Committee: January 2023
Approved by Senate: January 2023
Effective Date: May 2023

Approval Authority: Senate

Signature: Simone Jones, Chair

Policy:

Graduate students must maintain continuous enrolment in their program until graduation by registering for courses throughout the academic year including the Fall, Winter and Spring/Summer terms. Unless a student has an approved Leave of Absence, students who do not register in a term are deemed to have voluntarily withdrawn from their program and from the university and are not eligible to return to their studies.

Approved Leave of Absence:

A student may apply to go on leave if all of the following conditions are met:

- a. A situation arises which makes it necessary to interrupt their studies;
- b. no substantial use will be made of university facilities during their absences; and
- c. the request is received prior to the start of the term for which a leave is being requested.

Leaves of Absence must be approved by the Dean, Graduate Studies or designate.

Time spent on leave of absence will not be included in the calculation of time to complete the degree.

Students who do not return from an approved leave of absence are considered to have voluntarily withdrawn from their program and the university.

Extensions to Leaves of Absence must be requested 30 days prior to the approved return date.

A student on an approved Leave of Absence may not access or use university resources including studio space and faculty advisors for MRPs or theses.

Voluntary Withdrawal from Program:

Students who do not maintain continuous enrolment – either by not registering or by dropping all courses in a given term – are voluntarily withdrawing from their graduate program. Withdrawal from a program constitutes withdrawal from the university. A student who voluntarily withdraws from the university normally forfeits any merit-based scholarships or funding packages.

Reinstatement:

A student who has voluntarily withdrawn from their program may apply for reinstatement to the program in which they were last registered.

Only students who were in good academic standing at the time of voluntary withdrawal are eligible to be reinstated. Requests for reinstatement must be approved by the Dean (or designate). All students seeking reinstatement must submit a completed Application for Reinstatement. The deadline for applications for reinstatement is 30 days prior to the start of the term.

Reinstatement may be granted for a different term than requested if required courses are not offered in the term requested.

Where program changes have occurred, a student may be reinstated on a more recent catalog year.

Funding

Funding can be impacted by leaves of absence and voluntary withdrawals. Students will be notified of these changes upon approval of Reinstatement or Leave of Absence.