

LEAVE OF ABSENCE

Leave of Absence for Registration at Another University

University of Guelph graduate students, with prior permission from the Assistant Vice-President (Graduate Studies), may arrange a Leave of Absence (LOA) to register at another university. Students should consult the Office of Graduate and Postdoctoral Studies about the options available when planning such activities.

Leave of Absence (LOA) from Graduate Studies

A graduate student may make arrangements in advance, subject to recommendation by the Graduate Program Committee and approval by the Admissions & Progress Committee (A&P), for an LOA from graduate studies for no more than three consecutive semesters. Requests for parental leave will be accommodated under the LOA regulations. The written approval of an LOA by A&P will include a specified adjustment to the program duration stated in the Program Duration policy (Registration/Program Duration section). Withdrawal in the first semester of study will be permanent. If the student wishes to re-activate the application file for a future semester, it must be done through their academic department/school. A new application fee will be required; a decision form will be required from the department/school before a new offer of admission will be issued.

The Assistant Vice-President (Graduate Studies) may routinely approve a recommendation from the Graduate Program Committee for a student request for a one semester LOA in which there is no adjustment to the program duration contemplated.

Requests to continue an LOA beyond three consecutive semesters must be submitted to the Graduate Program Committee who shall forward their recommendation of approval to A&P.

Additional requests for a further LOA must be submitted for approval to A&P and are unlikely to be considered except in exceptional circumstances. As well, repeated requests for multiple semester leaves will not be considered except under highly exceptional circumstances.

During an approved LOA, graduate students shall not engage in activities related to their academic program; i.e. the student shall not engage in academic courses or activities including completion of incomplete courses from previous semesters, or research/writing activities related to their academic program; the student shall not engage in communications or request feedback from their advisor or advisory committee related to their academic program; the student shall not use university research facilities related to their academic program.

Failure to obtain prior approval for LOA will be considered as a voluntary withdrawal from graduate studies at the University of Guelph. A formal application for readmission to the program will be required in order to resume studies, conditional on acceptance. Students who are readmitted are subject to the policies and regulations of the calendar under which they were readmitted.