

**REQUEST FOR LEAVE OF ABSENCE — SEE FGS REGULATION 5.8 FOR MORE DETAILS**

- THE REQUEST MUST BE SUBMITTED PRIOR TO THE TERM FOR WHICH IT IS TO TAKE EFFECT.
- INTERNATIONAL STUDENTS MUST CONSULT WITH AN INTERNATIONAL STUDENT ADVISOR PRIOR TO SUBMITTING THIS FORM TO FGS.
- FGS WILL NOTIFY THE STUDENT AND THE STUDENT'S DEPARTMENT IN WRITING OF THE DECISION.

<b>NAME:</b>	<b>STUDENT NUMBER:</b>
<b>DEPARTMENT:</b>	<b>PROGRAM:</b>
<b>TELEPHONE NUMBER:</b>	<b>E-MAIL:</b>
<b>MAILING ADDRESS:</b>	

PROGRAM DEGREE REQUIREMENTS TO BE COMPLETED FOLLOWING LEAVE OF ABSENCE:

STUDENTS ARE EXPECTED TO CONTACT THEIR SUPERVISOR AND GRADUATE COORDINATOR UPON RETURN FROM A LEAVE OF ABSENCE.

STUDENTS MAY APPLY FOR SUCCESSIVE TERM LEAVES UP TO A MAXIMUM OF THREE TERMS (ONE YEAR).

LEAVE REQUESTED FOR THE FOLLOWING TERMS

<b>TERM ONE:</b>	<input type="checkbox"/> FALL	<input type="checkbox"/> WINTER	<input type="checkbox"/> SUMMER	<b>YEAR:</b>
<b>TERM TWO:</b>	<input type="checkbox"/> FALL	<input type="checkbox"/> WINTER	<input type="checkbox"/> SUMMER	<b>YEAR:</b>
<b>TERM THREE:</b>	<input type="checkbox"/> FALL	<input type="checkbox"/> WINTER	<input type="checkbox"/> SUMMER	<b>YEAR:</b>

ALL SUPPORTING DOCUMENTS REQUESTED/REQUIRED BY THE DEPARTMENT ARE NOT TO BE FORWARDED TO THE FACULTY OF GRADUATE STUDIES.  
ANY SUPPORTING DOCUMENTS MUST BE HOUSED AT THE DEPARTMENT LEVEL.

NAME OF APPLICANT	SIGNATURE	DATE
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NAME OF SUPERVISOR	SIGNATURE	DATE
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NAME OF GRADUATE COORDINATOR	SIGNATURE	DATE
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**FGS APPROVAL**

DEAN OR DESIGNATE (PROGRAM OFFICER)	SIGNATURE	DATE
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**SUBMIT TO:** COMPLETED FORM, WITH ORIGINAL SIGNATURES, MUST BE SENT TO [GRADUATE.STUDIES@DAL.CA](mailto:GRADUATE.STUDIES@DAL.CA) FROM A VALID DEPARTMENTAL EMAIL ADDRESS.