

**Proposed Academic Calendar Changes
Section 3.5.12 Absences from studies**

Additional sentence to calendar entry is underlined in green font colour below.

3.5.12 Absences from studies

Graduate students are expected to be uninterruptedly registered in their designated program of study in order to support the timely completion of their degree. However, the university recognizes that under certain circumstances students may need to absent themselves from regular study while maintaining their relationship with UOIT.

Such circumstances must have sufficient cause and an official leave of absence must be requested through the Office of Graduate Studies and approved by the Dean of Graduate Studies.

Acceptable circumstances include the following:

- Exceptional circumstances, including medical, extraordinary demands of employment and compassionate circumstances.
- Maternity leave, which is available to students during or following a pregnancy.
- Parental leave, which is available to students who face extraordinary demands in parental responsibilities or whose duties require that they be absent from their studies for a period of time.

A leave normally begins on the first day of term for a period of one, two or three academic terms. *Normally, retroactive leaves of absences will not be granted.*

During the period of leave, the following conditions apply:

- Students are not registered or required to pay fees.
- Students may not undertake any academic or research work, or use any of the university's facilities.
- Students are not eligible to receive UOIT scholarships or assistantships. In the case of other graduate student awards, the regulations of the particular granting agency apply. Except for parental leave or in exceptional circumstances, it is not expected that a student will be granted more than one leave under the terms of this policy. The time limits for completing the degree program will be extended by the duration of the leave taken (i.e., one, two or three terms, as appropriate).
- Leave of absence forms will not be processed for students who have outstanding fees.
- Students must inform the university immediately upon return.

Rationale: To ensure students who have paid tuition and/or were active in previous terms do not retroactively request leaves of absence for those terms.