

Leave of Absence Faculty FAQs

What is the approval process once a student submits a leave request?

The request will follow the below approval process:

1. **SGPS**– Initial review to verify student’s supporting documentation.
2. **Supervisor(s)** – Upon verification by SGPS, a notification is sent to all of the student’s supervisors (if assigned) for approval. Students without an assigned supervisor will only require approval from the graduate program director.
3. **Program director** – Upon approval by SGPS and supervisors (if assigned), the specific graduate program director receives a notification for approval.
4. **SGPS**– Upon approval from graduate program director, SGPS receives a notification for processing and final approval.
5. **Student** – An automatic notification will be sent to the student outlining the decision on the leave of absence request after the decision has been processed.

The student I am supervising has questions regarding the LOA process that I am unable to answer. Who should they contact?

If a student has any questions regarding the LOA process and how it affects their studies, please have them contact gradstudies@ontariotechu.ca.

I am unable to login to workflow and review the LOA request.

You must be connected to the university’s network to be able to review LOA requests. If you are off campus, please ensure you log in to your Virtual Private Network (VPN) software to connect to the university’s resources.

Why is the LOA request approval page showing abnormal formatting?

Due to the compatibility with some web browsers, the LOA review page may show a series of underlines and dashes throughout the page. Please proceed with the process as normal.

Request Date: 03/25/2019 Status in Canada: Domestic
Student Name: Graduate New A. Student Student ID: 100693231
Program of Study: MA in Education Program Start Date: 01/01/2019
LOA Start Term: UOIT Spring/Summer 2019 LOA End Term: UOIT Spring/Summer 2019
LOA Start Date: 05/01/2019 LOA End Date: 08/31/2019
Type of Leave: Illness
Reason: N/A
Supervisor(s): Neema Kakkuzhiyil

[View supporting document](#)

Modify absence term dates below if needed:

LOA Start Date: 01-May-2019 12:00:00 AM

LOA End Date: 31-Aug-2019 12:00:00 AM

Indicate decision below:

Approve Request Deny Request

If Leave of Absence request is DENIED, enter reason below (this will be included in the email to the student):

Reason:

Comments:

I received a request for a student I am not supervising. What should I do?

If you receive a request for a student you are not supervising please email gradstudies@ontariotechu.ca immediately.