

Leave of Absence Student FAQs

What happens to my Leave of Absence Request Now?

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.

What happens if I receive notice that my request was not approved?

Your leave of absence request may be denied if it does not comply with the acceptable circumstances for absence of study. If your request has been denied, then you will be continue to be enrolled in your program and will be responsible for tuition and fees. For more information contact gradstudies@ontariotechu.ca.

I submitted my request, but I haven’t received a decision. What do I do?

Please allow 10 business days for a request to flow through the approvals process. If you have not received a decision within 10 business days, please check the status of your request and contact the appropriate approver.

Why am I unable to submit a leave of absence request?

LOA requests are normally not permitted after the first 10 days of the effective term however timelines may vary, so please consult the [Graduate Academic Calendar](#) for current deadlines. After the deadline, any LOA requests must be discussed with the School of Graduate and Postdoctoral Studies (gradstudies@ontariotechu.ca).

Why isn’t the term I want showing in the drop-down menu?

LOA requests are only available for the current term (if the deadline has not yet passed) and one future term. Any LOA requests for later terms will not be available.

I have received OSAP and have requested a leave of absence.

If you are receiving OSAP and change your registration status, you must make an appointment with Student Awards and Financial Aid at connect@ontariotechu.ca to discuss any impact on your OSAP.

I am receiving a GRA and have requested a leave of absence.

If you are receiving a GRA, you are encouraged to have a discussion with your supervisor, if you have not already done so. Your supervisor or the School of Graduate and Postdoctoral Studies will stop payment of a GRA while you are on a Leave of Absence.

I signed a contract for a TAship, but am now taking a leave of absence.

A TAship is an employment contract. If you have signed an employment contract, you may continue to hold employment, however, you are encouraged have a discussion with your employment supervisor about your ability to perform work duties while on an approved leave of absence.

I submitted by leave of absence request, but the supervisor listed wasn't correct.

If you notice that your supervisor was listed incorrectly, please contact gradstudies@ontariotechu.ca.