



ST. FRANCIS XAVIER  
UNIVERSITY

## Leave of Absence Request Form

Please note that the Graduate Studies Regulations require that a letter from the student must accompany this form. The [Guide to Graduate Studies](#) provides an overview of the leave of absence process:

*Requests for leaves of absence will be reviewed by the appropriate Graduate Studies Coordinator or Chair (and Supervisory Committee when appropriate) and approved by the relevant Dean. Leaves of absence are usually dependent upon students previously showing adequate progress in their program of studies. The request must be supported by documentation explaining the exceptional circumstances that would prevent continuation of the program during the period for which the leave applies. In addition, the request should include a plan for the return to the program.*

Students requesting a leave of absence should complete this form and send it to the Department of Adult Education at [aesecret@stfx.ca](mailto:aesecret@stfx.ca). A faculty member will respond to the student to provide support as necessary.

Leaves of Absence forms are reviewed by the Department of Adult Education Chair and approved by the Dean of Education.

### STUDENT COMPLETES THIS INFORMATION

Date of Request:
Student Name:
Faculty Advisor:
StFX Student ID:
StFX Email:
Courses Completed in the Program, Course Term, and Associated Grades (list all):

Amount of Current Course Completed:
Reason for Leave of Absence Request (Include documentation):
Length of Leave Requested (Use specific dates):
Plan for completion of Program (Attachments can be used)

**Internal Use Only**

Chair Name and Signature	
Date	
Comments	
Dean Name and Signature	
Date	
Comments	