



**TST ADVANCED DEGREE PROGRAM
Request for a Leave of Absence**

According to the Advanced Degree Handbooks, a student who will not be continuing his or her involvement in the program for a period of time may maintain candidacy by requesting and receiving a leave of absence (§6.1.2). Leaves are normally granted for a year beginning in September or January. A student who desires a leave of absence for more than one year must submit a new petition for the second year. A maximum of two years of leave of absence may be granted as a matter of course. Further leave can be granted only by the ADC for compelling compassionate reasons. Time taken out from the program under a leave of absence is not calculated towards the time limit for the completion of the program. A student on leave of absence does not register, does not pay fees, has no library privileges, and may make no demands upon faculty resources. (Leaves beyond two years can be granted only by the AD Council for compelling compassionate reasons. Students in such circumstances should not use this form but should consult with their College AD Director.)

NAME OF STUDENT _____ STUDENT NUMBER _____

DEPARTMENT _____ SCHOOL _____

MONTH AND YEAR OF ADMISSION INTO PROGRAM _____

PERIOD FOR WHICH THE LEAVE IS REQUESTED

(initial month and year) _____ (final month and year) _____

THIS IS A FIRST / SUBSEQUENT LEAVE (circle one)

REASONS FOR THE REQUEST (Use the following space or submit a separate letter. All information will be treated confidentially.)

STUDENT SIGNATURE _____ DATE _____

APPROVED BY AD DIRECTOR OF STUDENT'S SCHOOL _____ DATE _____

APPROVED BY TST AD DIRECTOR _____ DATE _____