

P.O. Box 1796 • Edmonton, Alberta, Canada T5J 2P2 780-497-5000 • 1-888-497-4622 MacEwan.ca

STUDENT LEAVE OF ABSENCE REQUEST

PLEASE READ INSTRUCTIONS BEFORE SUBMITTING THIS FORM

- Students who anticipate a break in their studies from a ministry-approved program, for a period greater than 12 months, due to extenuating or exceptional circumstances may apply for an approved **Student** Leave of Absence.

 A **Student** Leave of Absence request will be considered for students in Good Standing (as defined in the Academic Standing Policy) who have completed a minimum of 18 credits toward their program.
- Students are required first to discuss the anticipated leave with an Academic Advisor. Implications such as course sequencing, practicum opportunities, and program time limits (as defined in the Program Time Limits Policy) should be discussed.

 International students must also meet with an International Student Specialist at MacEwan International to discuss the potential immigration implications of a Student Leave of Absence and follow the Authorized Leave for International Students Procedure.
- Reference: Student Leave of Absence Policy

PART A	TO BE COMPLETED BY THE STUDENT		
MacEwan ID:	Family (Last) Name:	First Name:	Middle Name:
MacEwan email address:		Program:	
Rationale for Leave of Abse	nce:		
2. Last term enrolled or expected to be enrolled:(YYYY)			
3. Requested return term:	(^^^)		
Date: Student's Signature:			
PART B	ACADEMIC ADVISOR		
Name of Academic Advisor:		Date Of Meeting:	
Checklist of Topics Reviewed:		Comments:	
Academic History Minimum 18 Credits Co	Practicum Opportunities mpleted Program Time Limits		
Course Sequencing	Program Suitability	Academic Advisor Signature:	
The Advisor is responsible for forwarding forms to the Dean's Office for consideration, or to MacEwan International if applicable. Academic Advisor Signature: Academic Advisor Signature: MACEWAN INTERNATIONAL (international@macewan.ca)			
	Specialist:	Date Of Meeting:	
Comments/Confirmation of Ap	proved Authorized Leave:	International Student Specialist Si	gnature:
*MacEwan International is responsible for for	warding forms to the Dean's Office for consideration.		
PART D	DEAN'S CONSIDERATION & DECISION		
	cipated return term: (YYYY) leave must not exceed 28 months from the student's last enrolled term)	Deni	ied
Comments/Conditions:		Dean's Signature:	
*The Dean is responsible for forwarding ar	oproved forms to RecordsUnit@MacEwan.ca. Denied forms can stay on file in the fa	Ity office. Date:	
OFFICE OF THE UNIVERS	SITY REGISTRAR USE ONLY		
PROCESSED BY:		_ DATE:	

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY

Protection of Privacy - The personal information requested on this form is collected and protected under the authority of Part 2 of the Alberta Freedom of Information and Protection of Privacy Act and the Post-Secondary Learning Act. It will be used for the enrollment process and student management consistent with that purpose. Questions concerning this collection should be directed to the Lead, Privacy and Information Management at privacy@macewan.ca