

LEAVE OF ABSENCE FORM

Please be sure to discuss any potential Leave of Absence with your Faculty Advisor, the Program Manager or the Director prior to submitting this form. This form should be submitted to the MEP Program Manager.

Last Name: _____ First Name: _____

Student Number: _____

Year of entry to MEP: _____

Expected Degree: BHSc in Midwifery

Currently Enrolled in: Pre-clinical courses Clinical courses

Currently Enrolled: Full-time Part-time

Term you wish the leave to start:	Fall	Winter	Spring/Summer	Year
Anticipated term of return:	Fall	Winter	Spring/Summer	Year

Please give a brief description to why you are requesting this leave:

In the case of medical leave of absence, please attach appropriate documentation.

Student should be sure to consult the most recent version of the P&I Handbooks for information on Leaves of Absence, Withdrawals and Returns to the program.

Student Signature: _____ Date: _____

Important Note: *If you are currently enrolled in courses which you do not plan to complete before starting your Leave of Absence, you must drop these in MyServiceHub*

-Leaves of Absence (LoA) are for a one-year period (three terms).

-Students in the preclinical program who wish to take fewer courses or not be enrolled for one or two terms should consult with the program about revising their academic plan and possibly delaying entry to the clinical program.

-If a student does not return at the end of their LOA, the LOA becomes a withdrawal retroactive to the start of the LoA and subject to the withdrawal rules and policies.

-Students are limited to one LoA during the the program.

-Students cannot take a LoA if they have any courses with a grade of INC. An INC grade could become an F if the student does not take appropriate steps to complete the course.

-A student currently enrolled in courses must drop their courses on MyServiceHub before the last deadline to drop a course in good academic standing and prior to submitting a LoA request.

-Students cannot enroll in courses while on a LoA.

-The TMU MEP academic variations require that no more than 4 years elapse between completion of MWF 121 Fundamentals in Midwifery I and completion of MWF 410 Clerkship

-Students must notify the MEP of their plan to return according to the following dates:

- By March 31 if returning to Fundamentals in Midwifery III (for example by March 31, 2024 to enter FUN III in Sept 2024).
- By May 1 if returning to Fundamentals in Midwifery I (for example by May 2024 to enter FUN I in 2024)
- By Aug 1 if returning to Complex Care I/CCI (formerly C&C), Complex Care II/CCII (formerly MNP) or Clerkship (for example by Aug 1, 2024 to enter CCI, CCII in Sept 2024 or Clerkship in Jan 2025)

-Students on LoA are expected to read and respond to their Toronto Metropolitan University email while on LoA.

Program Notes:

Leave of Absence request approved by:

Printed Name: _____ Title: _____

Signature: _____ Date: _____