

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: **Select One**

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 Select One

Anticipated term of return: Fall Winter Spring/Summer Year Select One

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 Signature: _____ Date: _____

Important Notes:

- Students must consult with the MEP about revising their academic plan and potential delay in entering into the clinical program.
- Students are limited to one LoA for three consecutive semesters during the program.
- Students currently enrolled in courses are responsible to drop these courses in MyServiceHub prior to the last date to drop a course in good academic standing and prior to starting the leave of absence.
- 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.
- Students cannot enroll in courses while on a leave of absence.
- A student who does not return from a leave of absence may be withdrawn from the program following six consecutive semesters of not being enrolled in courses.

- Returning to the MEP is dependent upon space being available in the re-entry student cohort.
- 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, and students must complete the MEP in 7 years for the full-time and part-time programs and 5 years for the post baccalaureate program.
- Students on a leave of absence are expected to read and respond to their Toronto Metropolitan University email while on LoA.

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

- By March 1 if returning to the Fall semester in early September
- By July 1 if returning to the Winter semester in early January
- By November 1 if returning to the Spring/Summer semester in early May

Program Notes:

Leave of Absence request approved by:

Printed Name: _____ Title: _____

Signature: _____ Date: _____