

# Leave of Absence Request: Full-Time Program

Version 8

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Students are required to contact their Student Adviser to discuss any impacts on their studies.

To take a semester off from a full-time program, you must:

1. Complete the Leave of Absence Request form in [Student Home](#).
  - Log in to [Student Home](#).
  - Select the "Academic Records" tile.
  - Select the "Leave of Absence" Request.
2. Your request will be reviewed by the necessary departments, and you will receive a decision by email. You can view the status of your form in [Student Home](#). Your request will not be processed until final grades are available for the current term.

**Note:** For international students, visit the Break from Studies [website](#) for more information.

## Withdraw Request: Full-Time Program

A student who wishes to withdraw from a full-time day program is required to complete and submit a [Withdraw Form: Full-time Program](#) form.

tags : registrar-form