Notice of Extended Absence

In order to qualify as a full-time graduate student, you must be geographically available to and visit the campus regularly. Without forfeiting full-time status, graduate students, while still under supervision, may be absent from the university (e.g., visiting libraries, doing field work, attending a graduate course at another institution, etc.) provided that, if any such period of absence exceeds four weeks in any one term, written evidence will be available in the Graduate Studies Office to the effect that the absence has the approval of the chairperson of the department and the dean of Graduate Studies. This form constitutes acceptable written evidence.

**Complete parts 1 and 2 online, print the form, sign under part 3 and submit it to your advisor.**

# Part 1: Student Details

To be completed by the student.

First name:

Last name:

WLU ID:

WLU email:      @mylaurier.ca

Program (e.g. MSc Geography):

# Part 2: Description of your Proposed Absence

To be completed by the student.

Academic term(s) of Absence:[ ]  Fall 20      [ ]  Winter 20      [ ]  Spring 20

First Day of Absence (MMDDYYYY):

First Day of Return (MMDDYYYY):

Describe the purpose and nature of this absence. Explain how the work to be undertake is related to your program of study. If you will be participating in a formal project during your absence, describe this project.

##

Your location during the absence:

If your absence is being funded, enter the name for that funding organization:

List the funding to be provided by Laurier during your absence (e.g., scholarships):

List the funding to be provided by external organizations(s) during your absence (e.g., NSERC, OGS, OGSST, SSHRC):

# Part 3: Required Signatures

To be completed by the student, advisor, department chair/graduate coordinator and FGPS staff.

Student’s signature:       Date:

Advisor’s signature:       Date:

Department chair’s/ Graduate coordinator’s signature:       Date:

FGPS signature**:**       Date:

**Any individual program representative cannot approve this form at multiple levels; each form must have a one-up approval (e.g., research advisor cannot also approve as Graduate Program Coordinator).**

# Notice of Collection of Private Information

Wilfrid Laurier University collects personal information under the authority of the Wilfrid Laurier University Act. Personal information collected by any part of the University may be used or disclosed by other units in order to execute the various functions of the University and to administer the various relations between the University and its students, alumni, employees, clients, suppliers, partners, and others. If you have questions about the policy, visit the [Privacy and Access](https://www.wlu.ca/about/public-accountability/privacy/index.html) at Laurier page.