

Please refer to the School of Graduate Studies (SGS) [Leave of Absence Policy](#) and [Leave of Absence](#), and [Stop-Out, Withdrawal, & Failure to Register](#) sections of the SGS website.

If you are a full-time student in a non-thesis coursework program you may request to temporarily stop-out and re-register within 12 months with the approval of your graduate unit, without re-applying to the program. Unlike a leave of absence, the stop-out period is included in the time period for completion of your degree.

Part-time students are eligible to temporarily stop-out, but do not need to complete this form.

Contact your [graduate unit](#) with any funding-related questions and the [Graduate Awards Office](#) at SGS with any awards-related questions.

**SECTION 1: Student Information (to be completed by the student).**

Last Name:		First Name(s):		Student Number:	
Degree:				Graduate Unit:	
Session:		Fall	Winter	Summer	Session Year:
U of T Email:				Full-time	Part-time
Are you currently registered in a collaborative program?					
				Yes	No
Are you currently receiving an award?					
				Yes	No
If yes, indicate award(s):					
Reason for program temporary stop-out:					
*By signing this form, I apply for permission to stop-out and agree to resume the program and collaborative program(s) in the fall / winter / summer 20__ session (maximum 12 months). Note: only for full-time degree students in a non-thesis coursework program.					
Student's Signature*: (sign and print name)					Date:
The Chair/Graduate Coordinator approves this request and recommends that this student be eligible to register in the fall / winter / summer 20__ session (maximum 12 months).					
Chair/Coordinator's Signature: (sign and print name)			Graduate Unit:		Date:

Freedom of Information and Protection of Privacy Act: [www.rosi.utoronto.ca/fippa.php](http://www.rosi.utoronto.ca/fippa.php)