TORONTO SCHOOL OF THEOLOGY
DOCTOR OF MINISTRY OFFICE

REQUEST FOR DMIN LEAVE OF ABSENCE

NOTE: A student who will not be continuing his or her involvement in the program for a period of time may maintain candidacy by requesting and receiving a leave of absence (§2.7). A leave is normally granted for one year, beginning in September, May, or January, for serious health or personal problems, or for parental leave. A maximum of one year of leave of absence may be granted under this paragraph. Further leaves can be granted only by the ADC on recommendation by the Academic Committee of the CSM for compelling compassionate reasons (such as additional parental leaves, or in exceptional circumstances). The length of the leave of absence is not calculated towards the time limit for the completion of the program.

Section 1 – To be completed by the STUDENT

Name	**Student Number**
College ☐EM ☐KN ☐RG ☐SM ☐TR ☐WY	**U of T email**
Year of admission to program	**This is a** ☐ FIRST ☐ SUBSEQUENT **leave.**
Effective start date of leave of absence (month and year) _____ **(e.g., January 2014)**	
REASONS FOR THE REQUEST: (Use the following space or submit a separate letter. All information will be treated confidentially.) *Medical or disability related circumstances must be accompanied by a health or disability related certificate from an appropriate professional. This certificate may be found at www.illnessverification.utoronto.ca. For other circumstances, provide a statement of the reasons for the delay.* An additional sheet may be used.	
Student's Signature	**Date**

Section 2 – To be completed by the COLLEGE ADVANCED DEGREE DIRECTOR

AD Director's Name		
Request for program extension	☐ APPROVED	☐ DENIED
A statement detailing the reasons to approve or deny the program extension must accompany this request (along with a physician's certificate in the case of illnesses). Additional sheets may be appended to this form.		
College AD Director's Signature	**Date**	

Section 3 – To be completed by the DOCTOR OF MINISTRY DIRECTOR

Request for leave of absence	☐ APPROVED	☐ DENIED
DMin Director's Signature	**Date**	

Privacy Policy: *Personal information is collected for the purpose of admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions please contact the TST Registrar, Toronto School of Theology, 47 Queen's Park Crescent East, Toronto, ON. M5S 2C3 or call 416-978-4040.*