

School of Graduate Studies
Request to be Full-Time Off-Campus (FTOC)
Updated January 2023

Section 1.3 of the School of Graduate Studies (SGS) Calendar stipulates that:

1. except for vacation periods or authorized off-campus status,

n unauthorized absence,

2 one year.

Procedure to be followed:

1. no later than

2

3

4

Information to be supplied:

Statement and Risk Assessment by Supervisor:

Risk Assessment:

Low (Requires Chair's Approval)

Significant (Requires EOHSS approval – RMM 801)

Extreme (Requires EOHSS and Provost/VP International approval – RMM 801)

Statement and Risk Assessment confirmation by Department Chair

**Approval by Associate Dean of Graduate Studies
(on behalf of Faculty Committee On Graduate Admissions and Study):**

Approval by Faculty Committee on Graduate Admissions and Study:

Once this form is fully complete, please submit via Service Request
Request to be Full-Time Off Campus- R0013