

## RAIC Syllabus Program

**Policy Title: Leave of Absence Policy**

### Revision History

Issued Date	Review Date	Approved Date	Approved By
June 23, 2017	June 26, 2017	June 26, 2017	Don Ardiel
	September 5, 2017	September 5, 2017	Don Ardiel

### Purpose

The purpose of the Leave of Absence policy is to provide a consistent framework for a Student to temporarily suspend studies and then re-enter the Syllabus program.

### Statement

A Student may, in writing, request the RAIC Syllabus Director to grant a Leave of Absence according to leave types outlined below. All efforts must be made to submit this document to the RAIC Registrar a minimum of four weeks before the leave period or extension to the leave period.

- Parental Leave
- Family/ Compassionate Leave
- Financial Hardship/ Loss of Employment
- Personal Emergency/ Medical Leave
- Administrative Leave

The Student must submit a written request for leave of absence including the following:

- Reason for leave of absence,
- Confirmation of the start date of the leave period,
- Estimated or confirmed duration of the leave period,
- Applicable supporting documentation

The following conditions apply to a Leave of Absence:

1. During the Leave of Absence, a Student is not permitted to participate in Syllabus Program design studio activities with the exception that the Student may attend design studio group critique sessions as a guest.
2. Students may continue their studies with Athabasca University. AU transcripts may not be submitted to the Syllabus Program office.
3. Neither Syllabus transcripts nor work experience records will not be updated.
4. Students who are working and accruing qualified experience hours must continue to record work experience hours and submit experience books during the leave of absence. However, students are required to pay an administrative fee upon submission of each book. Work experience books may also be submitted upon return to the Syllabus

Program, however submitted books will be treated as late submissions. Policies regarding the late submission of work experience books will apply.

5. Work experience hours accumulated during a leave of absence will be treated as back logged hours. The policies and rules regarding backlogged hours will apply.

### **Duration of the Leave of Absence**

A Student may take a Leave of Absence for up to three (3) years, dating from the last completed course, either theory or design studio.

A leave of absence that extends to between four (4) to ten (10) years inclusive, is subject to an annual application for extension.

### **Re-entering the Syllabus Program**

A Student must notify the Registrar in writing of their intent to resume studies and pay applicable fees. For information on Fees, Payment Schedule & Allocation of Expenses please refer to the Syllabus Fees table.

A Student who returns to the Program within the three (3) year period may resume studies at the point of completed courses. A Student may not resume a partially completed course.

A Student who applies to re-enter the Program in the four (4) to ten (10) year period is subject to a review of their academic performance and program requirements. The assessment may result in the Student being required to take additional courses to prepare for Program re-entry at the same point at which the Leave of Absence was granted.

If a request for extension is not received within 24 months of either the end of the three (3) year Leave of Absence period or a previous application for extension, the Student is deemed to have left the Program.

A leave of absence of more than ten (10) years does not qualify an individual to retain Student status or re-enter the program from the point at which they terminated their studies. A Student would be required to submit a new application to enter the program. Advanced standing for successfully completed past Syllabus courses may or may not be granted. Each application for advanced standing would be reviewed on an individual basis. The reason for the individual review is that in the 10-year period, many courses will have been updated to the point where revised learning objectives and new content would have substantially change expectations.