

RAIC Syllabus Program

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
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Purpose

The purpose of this policy is to support contemporary attitudes, and national and provincial regulations for family, compassionate, maternity, and paternal leaves. The RAIC Syllabus Program acknowledges the realities and changes of a student's life commitments during this extensive learning path. The RAIC Syllabus commits itself to accommodating the needs of its students but retains the right to deny a request for a leave of absence.

This policy will explain how to apply, the types of leaves available for Syllabus students, under what circumstances they qualify for a leave of absence, the conditions of their leave, and how to re-enter.

How to apply

Students can apply for a leave of absence online through the Syllabus student portal. Students will need to Provide a proposed start date, end date, and return to the program date. As well, student will need to submit a letter with the date, student name, student ID number, identify if they are applying for an Educational Leave of Absence /or a Work Experience Leave of Absence /or both, and a brief explanation of why they are requesting a Leave of Absence.

The student may be asked to provide a "plan" outlining their return to the program, and what steps they intend to take to ensure they are prepared for this.

It is the responsibility of the student to provide themselves with adequate time between submitting the leave of absence and the desired start date. It is the responsibility of the student to follow-up with the Syllabus Head Office and confirm their request has been approved before starting their leave of absence. If the leave has not been approved, the student is still be subject to administrative fees, even if they are not participating in the Syllabus program.

Work Experience Leave of Absence

The purpose of the Work experience Leave of Absence policy is to provide a consistent framework for a student to temporarily suspend work experience requirements while continuing their studies. A student may request a Work Experience Leave of Absence for the following reasons:

- Parental Leave
- Family/compassionate Leave
- Personal/Medical emergency Leave
- Employment Status Change

Conditions

The following conditions apply to a Work Experience Leave of Absence:

1. During the Leave of Absence from work experience, students may continue their studies, including history, theory, technical and studio courses.
2. Work experience may not be accrued, and any work experience hours submitted during the Work Experience Leave of Absence will not be entered to the work experience log.
3. During a Leave of Absence from work experience a student is required to pay all RAIC Syllabus administrative and course fees as applicable.

Re-entering the Syllabus Program from a Work Experience Leave of Absence

A student returning from a Work Experience Leave of Absence must notify the Syllabus Registrar of their intent to resume employment under the supervision of an architect. If the student has changed employers and/or mentor, confirmation of the changed employer or mentor must be submitted.

A student may take a Work Experience Leave of Absence for up to eighteen (18) months. A Student who returns to their work experience within the eighteen (18) month period will not be penalized for a break in their work experience record requirements.

More than eighteen (18) months

A student may apply for a second Work Experience Leave of Absence following an initial leave if the circumstances are different from their last leave. For example, a Work Experience Leave of Absence is granted to a student for parental leave for a first child and a second leave may be granted for a second child.

If the student does not re-enter employment under the supervision of an architect, and cannot apply for a second Work Experience Leave of Absence, the student is required to apply for an Educational Leave of Absence. All conditions of an Educational Leave of Absence apply.

Educational Leave of Absence

The purpose of the Educational Leave of Absence policy is to provide a consistent framework for a student to temporarily suspend studies and then re-enter the Syllabus program in good standing. A student may request a leave of absence from studies according to the leave types below:

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

Conditions

The following conditions apply to an Educational Leave of Absence:

1. During an Educational Leave of Absence, a student is not permitted to participate in Syllabus 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 at Athabasca University, but will not be able to register for the courses on the Syllabus student portal, submit statement(s) of grades, unofficial transcripts, or official transcripts. It is the student's responsibility to follow the Curriculum course sequence chart while they are on an Educational Leave of Absence.
3. Syllabus students in Part II or Part III of the program will still be required to submit work experience hours every 900-1000 hours while on an Educational Leave of Absence unless they are also on a Work Experience Leave of Absence. Work experience books may be submitted while students are on leave following usual deadlines, or all together upon return to the Syllabus program. In either case, students will be charged the Architectural Experience Submission Fee for each book submitted.
4. Neither Syllabus Transcripts nor work experience record books will updated while a student is on an Educational Leave of Absence. If a student would like official transcripts or record books sent to them, they will be subject to an administrative fee.
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.

Re-entering from an Educational Leave of Absence

A student returning from an Educational Leave of Absence will be required to notify the Syllabus Registrar in writing of their intent to resume studies. They will need to provide official transcripts from Athabasca (AU) University, all CERB record books, and pay any necessary administrative fees. For information on Fees, Payment Schedule & Allocation of Expenses please refer to the Syllabus Fees webpage.

Please see below for specific requirements depending on the length of the Educational Leave of absence.

Up to three (3) years duration

A student may take a leave from studies for up to three (3) years, dating from the last completed history/technical/theory course or design studio.

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

Four (4) to ten (10) year inclusive

A leave of absence that extends to between four (4) to ten (10) years inclusive, is subject to an annual application for extension. If a request for extension is not received within twelve (12) 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 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 student has been deemed to have left the program, they will be required to re-apply to the Syllabus program.

More than ten (10) years

A student cannot extend their leave of absence beyond ten (10) years. The student will be deemed to have left the program.

If a former student wishes to return to the program after more than 10 years, they will be required to re-apply as a new applicant. The applicant may apply for advanced standing using the courses they had completed prior to their departure from the program. Each application for advanced standing is reviewed individually, and acceptance of prior credits is not guaranteed.