

Leave of Absence Policy

Purpose	Date	Reviewed by	Approved By
Creation	Summer 2017		Syllabus Director
Review	Fall 2018		Syllabus Director
Update	Winter 2020		RAIC Board
Update	Summer 2026	Jessica McCormick Brenda Lammi Anna Batebe Syllabus Advisory Committee	Mike Brennan
Next Review	Fall 2028		

Purpose

The purpose of this policy is to provide a consistent framework for students to temporarily suspend the work and/or educational requirements of their studies, as well as a guide for re-entering the Syllabus program from either an LOA, Inactive status, or Withdrawn status. A student may request a Leave of Absence for the following reasons:

- Parental Leave
- Family/Compassionate Leave
- Personal/Medical Emergency Leave
- Financial Hardship Leave
- Administrative/Personal Leave
- Military or political service

Syllabus students on LOA are responsible for informing their ROAC jurisdiction when they exit and return to their studies. Being on leave from Syllabus *may* result in the loss of student membership with their territorial or provincial association of architects.

How to Apply for a Leave of Absence

Students must review the leave of absence thoroughly to understand the types of leave (work or educational), the conditions of the leave, and how to return to studies. Applications are processed online, and students will need to provide:

1. Start and projected end date for the proposed leave
2. Identify if this will be a [work](#) or an [educational](#) leave
3. Submit a letter detailing the reason for a Leave of Absence

The student may be asked to provide a “plan” outlining steps they intend to take to prepare for re-entering the program.

Work Experience Leave of Absence (work leave)

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

1. The start date of the Work Experience Leave of Absence will align with the end date in the experience period of the last approved CERB Log.
 - Students must submit their final CERB Log within 8 weeks of the work leave start date, even if the total is under 900 hours.
2. Students must continue participating in design studios and/or self-study courses at a minimum rate of one (1) course /per three (3) terms.
3. Students must continue enrolling and paying all administrative and course fees.
4. Work leaves may only extend for a period of 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.
5. 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, they are required to apply for an Educational Leave of Absence. All conditions of an Educational Leave of Absence will apply.

Educational Leave of Absence (educational leave)

The following conditions apply to an Educational Leave of Absence:

1. The start date of the educational leave will align with the last completed self-study or design studio course.
2. Students cannot participate in Syllabus design studio activities as a student, i.e. show their work and receive comments, but may participate as a guest.
3. Students may continue their self-studies through Athabasca University (AU) but will not be able to submit grades. It is their responsibility to follow the [curriculum course sequence chart](#).
4. Students may continue accruing experience unless they are also on work leave. However, experience accrued while on educational leave will be treated as backlogged hours; all rules and policies regarding backlogged hours apply. CERB Logs may be submitted while students are on leave following usual deadlines, or altogether as separate PDFs upon return. In either case, students will be charged the Late CERB Submission fee for each book submitted.
5. Neither Syllabus Transcripts nor CERB Log Summaries will be 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
 - a. Be subject to an administrative fee; and
 - b. Only include courses completed / CERB Logs dated before the Educational leave start date.

Re-entering Syllabus

Re-entry from a Work Leave

The student must notify the Syllabus Registrar of their intent to resume employment. If they have changed employers and/or mentor, they must submit the applicable [Confirmation of Employment or Mentor form](#).

Up to eighteen (18) months

A Student who returns from a work leave within an eighteen (18) month period will not be penalized for a break in their work experience record requirements.

More than eighteen (18) months

If a student is ineligible for a second work leave, they must apply for an educational leave.

Re-entry from an Educational Leave

The student must notify the Syllabus Registrar of their intent to resume their studies. If they have completed any of the self-study courses, they must have an official AU transcript sent to info@raic-syllabus.ca directly through the secure sending platform, MyCreds. If they have any unsubmitted CERB Logs to include towards their allotted backlog, they must submit and pay the submission fee(s).

Up to three (3) years duration

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

Four (4) to ten (10) years inclusive

A leave of absence that extends between four (4) and 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 withdrawn from Syllabus.

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 or being asked to repeat previously completed course(s).

More than ten (10) years

A student cannot extend their leave of absence beyond ten (10) years. The student will be deemed to have withdrawn from Syllabus.

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Re-Entry of an Inactive Student

Students who are not on an approved Educational Leave of Absence will become Inactive if they:

- Do not enroll for the calendar year, or
- Do not complete the required coursework and work experience to remain active in the RAIC Syllabus Program. Please refer to the [Student Performance and Academic Reviews](#) policy for more information.

To reactivate their account, the Inactive Student must:

- Pay the reapplication and re-enrollment fees;
- Pay any other outstanding fees; and
- Submit any outstanding grades and CERB Logs from the inactive period.
 - *The eligible experience period will roll back to the beginning of the enrolled year.*

If a student fails to reactivate their account before the end of the next enrollment period, they will be withdrawn from the RAIC Syllabus program.

Re-Entry of a Withdrawn Student

Former students must complete a reapplication to the RAIC Syllabus program.

Up to ten (10) years

If their last completed course was within 10 years, they can also apply for an assessment of their previous design studio, self-study, and employment records for advanced placement in the program. The assessment may result in, but is not limited to, any of the following:

- Required to retake previously completed courses;
- Complete requirements that have been introduced since their departure;
- Loss of grandfathered status; and/or
- Loss of previously granted advanced standing or exemption.

Ten (10) or more years

If their last completed course was ten (10) or more years prior, they will be required to restart their Syllabus studies from the beginning of the program.