

<b>Policy Title:</b>	Leave of Absence		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	August 30, 2018	<b>Effective date:</b>	August 30, 2018
<b>Policy Sponsor:</b>	Vice President, Academic	<b>Date last reviewed:</b>	August 30, 2018
<b>Date of Mandatory Review (expiry date)</b>	August 2023	<b>Date of last revision of Procedures</b>	April 27, 2017

## 1 POLICY

1. A student may be granted a leave of absence in extenuating circumstances for a maximum of one academic year. If the leave of absence is granted, a \$500 non-refundable leave of absence fee will be charged to the student or deducted from any refund owing.
2. Students who are granted a leave of absence will not be able to re-enroll in the program until the beginning of the subsequent academic year.
3. Students returning from a leave of absence are subject to the curriculum as prescribed by the academic year of re-enrollment into the program, inclusive of any curricular modifications during the absence.
4. Students on a leave of absence will retain credit for all courses that have been completed prior to the commencement of the leave.
5. Students who are granted a leave of absence will retain access to their CMCC e-mail account and the learning management system, and are required to abide by the associated policies and procedures for their use.
6. Students on a leave of absence from the undergraduate program are responsible for maintaining competence in psychomotor skills and related academic fields through a program arranged by the Vice President Academic, and will be required to undergo an assessment prior to re-entry.
7. The period for which the student is on a Leave of Absence shall be noted on the transcript.

## 2 PURPOSE

To provide for a necessary and/or advisable leave of absence.

## 3 SCOPE

All students.

#### 4 INFORMATION AND COMPLIANCE PLANS

N/A

#### 5 RELATED POLICIES (not a comprehensive list)

- Academic Standing and Status
- Computing and Information Technology Use
- Discipline - Students
- Graduation
- Program Completion – Graduate Studies Chiropractic Residency Programs
- Program Completion – Undergraduate
- Student Promotion – Graduate Studies Chiropractic Residency Programs
- Student Promotion – Undergraduate

#### 6 DEFINITIONS

Extenuating circumstances are matters beyond the control of the student.

A Leave of Absence is a period during which a student takes temporary leave from the academic program, with the expectation to return to their studies.

**New Policy Approved (date):**

From Academic Calendar – April 28, 2008

**Policy Revision History (dates):**

April 24, 2014  
February 25, 2016  
April 27, 2017  
May 31, 2018  
August 30, 2018

-----END OF POLICY-----

#### 7 PROCEDURES

1. Requests for Leaves of Absence must be made in writing to the Registrar. Each request is reviewed on an individual basis by the Vice President, Academic and the Registrar. Full disclosure of the reasons for the request is expected, and supporting documentation will be required where appropriate.
2. If approved, the student shall be issued a letter from the Registrar detailing the terms, conditions and provisions of the Leave of Absence.
3. Before re-enrolling in the undergraduate program, students will be required to undergo a clinical skills assessment.
  - a. Should a student not meet the accepted standards of technique and psychomotor skills appropriate to the academic year in which they are enrolling, the student will be

- required to participate in the necessary remediation and subsequent assessments until they can demonstrate the required skill competence.
- b. The expectations and provisions for skills maintenance shall be detailed in the letter approving the Leave of Absence.
4. Students who are on a Leave of Absence will be required to declare their intention to register in the program no later than the registration deadline for the academic year into which they re-enroll.

**New Procedure (date):**

April 28, 2008

**Procedure Revision History (dates):**

April 24, 2014

April 27, 2017

**8 ATTACHMENTS**

None