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| Policy Number  | 4.10                  |
| Approval Body  | Senate                |
| Policy Officer | VP Academic + Provost |
| Approval Date  | May 2023              |

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## 4.10 FACULTY OF GRADUATE STUDIES: LEAVE OF ABSENCE

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### ENABLING LEGISLATION + LINKED POLICIES

#### University Act

Powers of the Board:

Section 27 (2) Without limiting subsection (1) or the general powers conferred on the board by this Act, the board has the following powers:

(m) to set, determine and collect the fees

(r) with the approval of the senate, to determine the number of students that may in the opinion of the board, having regard to the resources available, be accommodated in the university or in any faculty of it, and to make rules considered advisable for limiting the admission or accommodation of students to the number so determined

### OBJECTIVE

The objective of this policy is to establish parameters for acceptable leaves of absence for graduate students in the Faculty of Graduate Studies at Emily Carr University of Art + Design (University).

### SCOPE

This policy applies to students enrolled in the Faculty of Graduate Studies.

### POLICY

1. Leave is granted when a student is best advised for personal, health, or other extenuating circumstances to have time completely away from their academic responsibilities. Work, or holiday, or travel during a single term is considered a normal part of a student's schedule, and not justification for formal leave of absence. Students cannot request a leave due to poor performance in the program.
2. Leave from a thesis-based program is normally only granted at the start of the Summer term for one calendar year. Students who request a leave before this point in their program will be referred to the Dean of the Faculty of Graduate Studies or their designate for academic advising.
3. Leaves can also be granted for longer than a calendar year or with a start date other than the start of the Summer term in light of exceptional circumstances including sudden medical concerns, illness, or family emergencies.
4. A request for leave must be made to the Graduate Studies Office at least one week before the start of the summer term. Once approved, a leave will begin on the first day of the summer term. The leave period is not included in the time period for completion of the degree.

5. Leave cannot be granted retroactively, nor to a student whose registration is not current or whose time in the program has elapsed.
6. A leave can be extended once for a second calendar year pending an analysis of operational capacity by the Graduate Studies Office.
7. Graduate students on leave are not eligible to receive awards, scholarship, or student employment.
8. It is understood that students on leave will not undertake any academic or research work at the University or use any of the University's resources and facilities during the period of leave.
9. It is the Student's responsibility to inform the Graduate Studies Office of their plan to return from leave and must be provided in writing two months before the expiration of their leave.
10. For leaves that need to extend beyond 24-months, students may be asked to reapply to their program.