



Policy Number	4.10
Approval Body	Board of Governors + Senate
Policy Officer	VP Academic + Provost
Approval Date	May 2009

4.10 FACULTY OF GRADUATE STUDIES: LEAVE OF ABSENCE

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 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 his or her 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. The leave period is not included in the time period for completion of the degree. A leave will begin on the first day of term, for a period of four, eight or twelve months.
2. Leave is not granted retroactively, nor to a student whose registration is not current or whose time in the program has elapsed. The thesis supervisor or the Dean of Graduate Studies should submit the written recommendation for leave to the VP Academic + Provost. An explanation of the reason for the leave must be included. Recommendations should outline the student's progress in the program, and the time anticipated for completion of all requirements.
3. Graduate students on leave are not eligible to receive awards.
4. It is understood that students with on-leave status 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. Students must inform the University immediately upon return. An administrative fee will be assessed in lieu of tuition.