

**Policy Title: Leave of Absence**

Category:	<input type="checkbox"/> Institutional - Board <input checked="" type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	March 30, 2023	Effective date:	March 30, 2023
Policy Sponsor:	Vice President, Academic	Date last reviewed:	March 30, 2023
Date of Mandatory Review (expiry date):	March 2028	Date of last revision of Procedures:	March 30, 2023

**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 or clinic internship rotation (Year IV only).
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 (not a comprehensive list)

N/A

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

- Academic Standing and Status
- Acceptable Use and Electronic Monitoring
- 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 those that are beyond the control of the student. They may be unexpected and could include, but are not limited to, illness or injury to themselves or others. In order to be considered, circumstances related to illness or injury must be comprehensively validated in terms of their limitation on academic functioning and student well-being by a health care professional who is licensed within the specific scope of practice. For circumstances not related to illness or injury, other supporting documentation must be provided on request.

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.

<b>New Policy Approved (date):</b>	From Academic Calendar – April 28, 2008
<b>Policy Revision History (dates):</b>	April 24, 2014 February 25, 2016 April 27, 2017

	May 31, 2018 August 30, 2018 March 30, 2023
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-----**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 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 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.

<b>New Procedure Approved (date):</b>	April 28, 2008
<b>Procedure Revision History (dates):</b>	April 24, 2014 April 27, 2017 March 30, 2023

## 8. ATTACHMENTS

None.