

**Policy Title:** Student Leave of Absence Policy

**Approved by:** Campus Director

**Executive(s) Responsible:** Director, Student Services/Registrar

**Administrator(s) Responsible:** Registration Coordinator(s), Student Services Coordinator(s)

**Revision Date:** November 26, 2024

**Effective Date:** November 26, 2024

**Next Review Date:** December 31, 2026

**Institution Number:** 4119

## Background & Scope

The Canadian College of Technology and Business (CCTB) recognizes that, occasionally, a student may wish or be required to interrupt his/her studies for a limited period of time. It is important for students to understand the implications of a leave of absence on their overall program completion.

This policy applies to all current CCTB students.

## Purpose of the Policy

This policy outlines the process that students must follow to request an official leave of absence from their program of study at CCTB.

## Policy Statement

Any student at CCTB who plans to interrupt their studies for more than one class must request a leave of absence in advance of their expected departure. The student must specify, as part of the request, the intended term start date after the leave.

### 1. Leave of Absence Process

1.1. Any student who wishes to take a leave of absence from his/her studies for more than one class should consult with the Office of the Registrar. A "Leave of Absence Request" form must be approved by the Director of Student Services and Registration. The student must submit a "Leave of Absence Request" form at least two (2) weeks prior to the expected start date of the leave. The leave request must contain:

- Expected start date of the leave;
- Expected term start date of return to CCTB;
- Rationale for the leave; and
- Contact information while on leave.

- 1.2. If a leave of absence is for medical or compassionate grounds, the student must include appropriate documentation with the leave request form.
- 1.3. The Office of the Registrar shall arrange a meeting between the student and the appropriate staff to advise the student of the academic implications of a leave of absence and assist the student in developing a leave plan, which includes dates of intended return.
- 1.4. The Director, Student Services/Registrar shall only approve a leave if Student Finance verifies a student has cleared all outstanding financial obligations to CCTB.
- 1.5. A student on approved leave must contact the Office of the Registrar prior to return to determine the availability of courses.
- 1.6. Students holding 'on-leave' status from the college are not normally provided with academic supervision or with access to the college's facilities, technology, or services. Any student requesting an exception due to extenuating circumstances must provide a written rationale as part of their request. Access to the college's facilities, technology, or services during a leave of absence is granted only with prior written permission of the Director, Student Services/Registrar.
- 1.7. The maximum duration for a leave of absence is normally one (1) academic term. If a student is absent from CCTB for more than the allowed duration without prior approval from the Office of the Registrar, they may be considered to have abandoned their studies, and will be dismissed from the college.
- 1.8. Students on leave for periods longer than one (1) term may be subject to changes in their program requirements or program completion pathway.
- 1.9. A student is not normally eligible for a leave of absence during the final research project of his/her program. Any student requesting an exception due to extenuating circumstances must provide a written rationale as part of their request.
- 1.10. Exceptions are granted only with the written permission of the Director, Student Services/Registrar.
- 1.11. International students on a leave of absence must ensure they remain in compliance with the terms and conditions of their study permit. Domestic students on a leave of absence must ensure they remain in compliance with the terms and conditions of their student loans.
- 1.12. All documentation for requested leaves, whether approved or denied, will be held in the Registrar's Office as part of the student's official academic record.
- 1.13. Students have the right to appeal to the Campus Director if the Director, Student Services/Registrar denies a leave of absence. The decision of the Campus Director is final.

1.14. There is no academic penalty associated with an approved leave of absence.

### Definitions

**Leave of absence:** period of time during which the student is absent from their studies, due to personal circumstances, after approval from the college.

### Related Legislation

- Immigration and Refugee Protection Act

### Related Policies

Policy Name	Policy Number
Academic Standing, Promotion, and Graduation Policy	

### Document History

Date	Approval/Review/Key Change(s)
26 Nov 2024	Revised accountability from Student Services to Office of the Registrar