Royal Roads University Procedure

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February 3, 2014
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Step 1

The student submits a completed "Certificate for Medical Leave of Absence" to the Accessibility Services Office in Student Services: **Accessibilityservices@royalroads.ca** [1]

Step 2

Accessibility Services verifies the documentation and contacts the program office to inquire whether there is any relevant information to share regarding the request*. This is normally completed within two business days.Step 3

Step 3

Accessibility Services sends an RRU Internal Medical Leave of Absence Form to Registration, copied to the student, the program head, appropriate program associate, school manager, school director, the Dean's Office, (FOM Exam Coordinator, when applicable), and Student Accounts confirming approved documentation and specifying the dates of leave. In cases where the healthcare practitioner cannot provide an estimated return date due to the nature of the student's condition, the end date of the leave is set in keeping with the program completion limitation established by Academic Council (five years for undergraduates and seven years for graduates). An associate from the Accessibility Services Office sends an e-mail to students on such leaves around the anniversary of the start date of the leave to provide annual contact with the student.

Step 4

The Registrar's Office sends a letter to the student confirming the dates of the leave, and explaining the process for returning to study. This letter is copied to the program and Accessibility Services.

*If the Accessibility Services Office is aware that a student is planning to request a medical leave of

absence, the program head may be contacted in advance.

Source URL (modified on 2016-01-27 10:55):

http://policies.royalroads.ca/procedures/requesting-medical-leave-absence-procedure

Links

[1] mailto:disabilityservices@royalroads.ca