

## Academic Regulations

### Leave of Absence

Students are expected to maintain continuous enrolment in their program. Subject to the approval of the Dean (or authorized designate), a student may be granted on-leave status from the university for a period normally limited to one year (in total) if exceptional circumstances arise.

Exceptional circumstances would normally include active military duty, UN Service, or significant personal or immediate family issues; workload or change in employment would only in rare circumstances be acceptable grounds for a leave. Students must present documentation to the Dean (or designate) for approval prior to the start date of the requested leave.

Students holding on-leave status are doing so for personal or professional reasons and therefore are not expected to be working on courses, theses or projects and are not normally provided with academic supervision or access to the university's facilities or services during this time. Exceptions to this policy are granted only with the express permission of the Dean.

When a student on leave of absence wishes to return, within the pre-determined timeframe, the Dean (or designate) will evaluate the request to determine the course of studies for completion of the degree requirements. The student may be required to repeat previously taken courses to ensure currency of program competencies, outcomes and knowledge at the time of degree completion. Leave time is included in the calculation of a student's program completion deadline. Due to program capacities, seats will not be reserved for students on leave. Every effort will be made to accommodate students who wish to return from a leave; however, if a seat in the program is not available when the student wishes to return, the leave will be extended to the next available intake date and the student's program completion deadline will be adjusted accordingly.

Students who do not return to the program at the end of their approved leave will have their status automatically changed to "Required to Withdraw." Exceptions to this policy require the approval of the Registrar.

### Medical Leave of Absence

Students unable to continue their studies due to a medical condition may be granted a "Medical Leave of Absence" (MLOA) from the university for a pre-determined period of time, subject to the provision of medical documentation. The student will be responsible for clearing any outstanding balance with the University when granted this leave. Students holding medical leave status are not normally provided with academic supervision or access to the university's facilities or services and exceptions are granted only with the express permission of the Dean. When a student on medical leave of absence wishes to return, within the pre-determined timeframe, further medical documentation is required to confirm his or her ability to resume course work. The Dean will evaluate the request to determine the course of studies for completion of the degree requirements.



The student may be required to repeat previously taken courses to ensure currency of program competencies, outcomes and knowledge at the time of degree completion. Students who are unable to return within the pre-determined timeframe will be required to obtain further medical documentation substantiating a further extension or may have their status changed to "Required to Withdraw." Due to program capacities, seats will not be reserved for students on leave. Every effort will be made to accommodate students who wish to return from a leave; however, if a seat in the program is not available when the student wishes to return, the leave will be extended to the next available intake date and the student's program completion deadline will be adjusted accordingly.

### **Authorized Withdrawal (AW) from Courses**

Students are allowed to apply for an 'authorized withdrawal' (AW) from a course at any time during the course. An AW may be approved on medical or compassionate grounds, subject to the provision of satisfactory documentation, by the student's program or school. AWs will be recorded on the student histories and will appear on official transcripts issued by the university.

### **Voluntary Withdrawal (VW) from Courses**

A student may voluntarily withdraw (VW) from a course in progress by notifying the Registrar's Office in writing. The date of the withdrawal will be the date the written notification was received by the Registrar's Office. Students may voluntarily withdraw up to the half-way point of a course. For courses starting on or after September 1, 2017, the voluntary withdrawal will appear on the official transcript. Should the course in progress be more than one-half complete, the student's grade will be changed to "Required to Withdraw" and this will be reflected on the student's transcript. Tuition refunds are calculated in accordance with the [Tuition Refund Policy](#) [1].

### **Voluntary Withdrawal (VW) from Program of Study**

A student may voluntarily withdraw (VW) from a program of study by notifying the Registrar's Office in writing. The date of the withdrawal will be the date the written notification was received by the Registrar's Office. Students who are withdrawing from a program and are enrolled in courses in progress that are less than one-half complete will be given a "Voluntary Withdrawal." For courses starting on or after September 1, 2017, the voluntary withdrawal grade will appear on the official transcript. Should the course(s) in progress be more than one-half complete, the student's final grade will be changed to "Required to Withdraw" from the course(s) and this will be reflected on the student's official transcript.

A student who voluntarily withdraws from a program may apply for reinstatement. A request for reinstatement must be made in writing to the Registrar's Office. The Dean will evaluate the student's request and may require supporting documentation to be attached to the student's original application. The Dean will determine the course of studies required for completion of the degree requirements. The student may be required to repeat previously completed courses to ensure currency of program competencies, outcomes and knowledge at the time of degree

completion. Time away is included in the calculation of a student's maximum completion deadline. Students who have exceeded their maximum completion deadline may be required to re-apply for admission. Students who are reinstated are required to pay a tuition deposit in order to secure registration.

## **Required to Withdraw (RW) from Courses**

A student may be required to withdraw (RW) from a course by the Dean or designate for any of the following reasons:

- Non-payment of fees
- If they are Required to Withdraw from their program of studies
- Failing to abide by any university regulations including the Policy on Academic Integrity and Misconduct or the Policy on Student Rights and Responsibilities.

A student may be required to withdraw (RW) from a course by the Registrar for non-payment of fees.

## **Required to Withdraw from a Program of Study**

A student may be required to withdraw (RW) from a program of studies by the Dean or designate for any of the following reasons:

- Failing to meet the program requirements, including attendance and/or participation or contribution requirements
- Failing to abide by university regulations including the Policy on Academic Integrity and Misconduct or the Policy on Student Rights and Responsibilities
- Exceeding the maximum program completion deadline (5 years for certificates and diplomas, 5 years for undergraduate degrees, 7 years for graduate degrees)
- Failing to meet the minimum academic standard (see Section 2.0 Notification of GPA Status)
- Students with four F grades within 60 credits of study will normally be required to withdraw.

A student may be required to withdraw from a program of studies by the Registrar for any of the following reasons:

- Failing to provide the necessary or verifiable documentation at the time of admission
- Failing to complete the admissions process and/or not having received formal acceptance prior to starting a program of study
- Failing to meet the conditions of their acceptance
- Non-payment of fees



After one year, the student may apply for reinstatement to the program. A request for reinstatement must be made in writing to the Registrar's Office. If program admission requirements have changed or additional information is required to determine eligibility for reinstatement, the Dean may require supporting documentation from the student to be attached to the student's original application. The Dean will determine the course of studies required for completion of the degree requirements. The student may be required to repeat previously completed courses to ensure currency of program competencies, outcomes and knowledge at the time of degree completion. Time away is included in the calculation of a student's maximum program completion deadline. Students who have exceeded their maximum program completion deadline may be required to re-apply for admission. Students who are reinstated are required to pay a tuition deposit in order to secure registration.

The University reserves the right to require a student to withdraw from their program of study if the Dean considers the student to be unsuited to the program of study or practice of the discipline for reasons unrelated to academic performance. The appeal of such a decision must follow the [Process of Appeals of Academic Decisions](#) [2]. A student who is required to withdraw for non-academic reasons may apply for admission into a different program of study without any waiting period.

## Level of Study

### Undergraduate

Students enrolled in programs leading to a bachelor's degree or undergraduate certificate or diploma.

### Graduate

Students enrolled in programs leading to a master's or doctoral degree or graduate certificate or diploma.

### General Studies

General Studies courses are individual credit-based courses not leading to a degree, diploma or certificate. Normally, students may take up to two general studies courses from any one program. Students who successfully complete a general studies course may be eligible to transfer credit toward a certificate, diploma or degree program upon formal admission to the program. In addition, students already admitted to a program of studies may be allowed to enrol in appropriate general studies courses when those courses are approved to be taken as a part of the program or when they are approved to be taken before the official start date of the program offering. Transferability of general studies courses to certificate, diploma and degree programs is determined by the Dean or designate, upon the advice of the appropriate school and program area.

## Visiting Students

Individuals who are in good standing in credential programs at other recognized institutions and who are taking one or more courses at Royal Roads University towards their credential at their home institutions.

## Normal Course Load and Full-time Status

At Royal Roads University, a normal full course load is 30 credits per year at the undergraduate level and 15 credits per year at the graduate level. A student enrolled in at least 60% of a normal course load is considered full-time.

## Letters of Permission

A Letter of Permission is required should a student wish to enrol in a for-credit course or program at another institution while registered at Royal Roads University. A student must obtain the appropriate approvals prior to applying for admission to the other institution and must be in good academic standing. The Registrar's Office will provide a copy of the Letter of Permission to the student. It is the student's responsibility to provide a copy of this letter to the other institution. A Letter of Permission will not be issued if there are any outstanding fees owing.

Students registered at another institution applying to Royal Roads University for a course or a program must provide a Letter of Permission from their host institution.

Failure to disclose attendance at another post-secondary institution may lead to cancellation of the student's application or registration without reimbursement.

## Notification of GPA Status

The minimum academic standard in undergraduate programs is a weighted grade point average of C or 2.00; in graduate programs it is a weighted grade point average of B or 3.00. A student who falls below the minimum grade point average at any time in their program will receive notice from the Registrar advising them of their academic status and the required academic standard they must achieve in order to continue in the program and graduate. Exceptions to the minimum graduation requirement requires the approval of Academic Council.

## Graduation Criteria

In order to graduate, students must:

- Successfully complete the necessary course requirements specified for the program.

- Students who do not have final grades (e.g. INC, EG, etc.) are not eligible to graduate;
- Have the required number of credits to graduate;
  - Satisfy any other program requirements, including outcomes-based criteria established for the designated program of study;
  - Currently be in good academic standing and have achieved a minimum 2.00 program GPA (undergraduate) or 3.00 program GPA (graduate);
  - Have completed an ethical review, if required, and received approval.

Students who have outstanding tuition, fees, fines, loans or equipment owing to the university will not receive transcripts or parchments until their accounts are settled.

## Certificates of Completion

The Registrar's Office is responsible for the issuance of all letters and certificates of completion for all programs.

## Certified Copies

The Registrar's Office will provide a certified copy of a graduate's parchment upon submission of the original parchment or copy of the original. The charge for certifying a copy of a parchment is in accordance with the University's approved [ancillary fees](#) [3].

## Replacement Parchments

Royal Roads University will only issue one parchment to each graduate. In the event of a name change or a lost/stolen parchment, the Registrar's Office will issue a reprint. A reprint is not a duplicate. Reprints are printed bearing current signatures and may be on different paper than originally issued. It will certify that you are a graduate and a notation will be included that it is a reprint.

A graduate must submit a written request and a signed statement indicating the reason for a replacement parchment. In the case of a name change, a copy of an official document verifying the name change must be submitted to the Registrar's Office along with the original parchment before a new one will be issued (see Parchment Name Standards for acceptable documentation). In the case of a damaged parchment, the original must be returned to the Registrar's Office before a new one will be issued. In the case of a lost/stolen parchment, a graduate must submit an affidavit for lost parchment form. The charge for reissuing a parchment is in accordance with the University's approved [ancillary fees](#) [3].

## Parchment Name Standards

A student's full legal name is the only name that can be used on a Royal Roads



University parchment. Names are printed on parchments using the convention: first name, middle name(s), and last name. The Registrar's Office requires proof of name change in order to update a student's official record. Appropriate documents are defined as:

- Birth certificate
- Canadian Immigration Record of Landing or Permanent Residence Card
- International Passport (for Canadians, a Canadian Citizenship card is acceptable)
- Canadian Immigration Study document
- Marriage certificate
- Documentation verifying a legal name change
- Statutory declaration

## Convocation

Academic credentials (certificate, diplomas and degrees) are only awarded by the Chancellor, upon the recommendation of Academic Council. Graduates who are unable to attend their scheduled convocation ceremony may request to attend the next convocation immediately following in order to cross the stage.

**Files:** [https://policies.royalroads.ca/sites/default/files/aacademic-regulations/affidavit\\_for\\_lost\\_parchment\\_2.pdf](https://policies.royalroads.ca/sites/default/files/aacademic-regulations/affidavit_for_lost_parchment_2.pdf)  
[https://policies.royalroads.ca/sites/default/files/aacademic-regulations/request\\_for\\_name\\_change.pdf](https://policies.royalroads.ca/sites/default/files/aacademic-regulations/request_for_name_change.pdf)  
[https://policies.royalroads.ca/sites/default/files/aacademic-regulations/request\\_for\\_statutory\\_declaration\\_name\\_change.pdf](https://policies.royalroads.ca/sites/default/files/aacademic-regulations/request_for_statutory_declaration_name_change.pdf)

**Source URL (modified on 2020-07-03 14:04):** <https://policies.royalroads.ca/academic-regulations/section-2-student-status>

## Links

- [1] <https://policies.royalroads.ca/policies/tuition-refund-policy>
- [2] <http://policies.royalroads.ca/academic-regulations/section-1-credit-and-registration#toc10>
- [3] <http://www.royalroads.ca/prospective-students/ancillary-fees>