THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN

OKANAGAN SENATE SECRETARIAT
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23 September 2009

To: **Okanagan Senate**

From: **Admissions and Awards Committee**

Subject: **Revisions to Policy on Academic Leave**

The Admissions and Awards Committee is pleased to recommend the following admissions proposal to Senate:

i. Academic Leave
Amend the Calendar entry on Academic Leave, specifically clarify language around automatic eligibility to register for undergraduate programs.

Motion: *That Senate approve the proposed changes to the policy on Academic Leave.*

Respectfully Submitted,
Dr. Sharon McCoubrey
Chair, Admissions and Awards Committee

THE UNIVERSITY OF BRITISH COLUMBIA

UBC Okanagan
Calendar Change Proposal Form

Approval Date: **Effective Session:** Currently in effect. **Year for change:** To be posted to the calendar upon approval for the purpose of advising students.	**Date:** July 23, 2009 **Contact Person:** Rosalie Vlaar, Senior Policy Analyst Undergraduate Admissions 604-822-4240 rosalie.vlaar@ubc.ca

Type of Action: Clarify language regarding automatic eligibility to register for undergraduate programs, including an example.

Rationale: The academic leave language approved in 2008 has resulted in some confusion among students and those who advise them. Whereas in past a UBC Okanagan student in good standing in 2008 Winter Session would be given eligibility to register in the same program for the 2009 Summer and 2009 Winter Sessions, that automatic eligibility under the new policy now extends into the next Summer (2010) and Winter (2010) Sessions – i.e. a second Winter Session of automatic eligibility. After that, the student would need to reapply for admission, at which point performance in studies taken elsewhere may be taken into consideration.

Unfortunately, the previously-approved policy language focused on the sessions of eligibility (2 years worth), rather than presenting the policy from a student perspective – which is "How long can I take a leave for?" The answer should be one year, but the current policy says two (referencing the sessions of automatic eligibility to register), leading many students (and those who advise them) to interpret the new policy to mean that a student could take a leave for the 2009 and 2010 Winter Sessions and return in 2011 Winter Session without reapplying. This was not the intention.

The proposed language modifications below clarify the original intent of the policy. They also now link students to information about Letter of Permission, should a student wish to take courses elsewhere while on leave.

	URL from Draft Calendar: http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=3,326,0,0
Proposed Calendar Entry:	**Present Calendar Entry:**
Policies and Regulations	***Policies and Regulations***
Homepage > Policies and Regulations > Academic Leave	Homepage > Policies and Regulations > Academic Leave
Students in good academic standing may**, in most programs,** take an academic leave **(time away from UBC studies)** of up to **one year. For example, a student in good academic standing after completing the 2008 Winter Session will automatically be eligible to register for the 2009 Summer, 2009 Winter, 2010 Summer, and 2010 Winter sessions.**	~~**A student who is in good academic standing may take an academic leave of up to two consecutive Winter Sessions.**~~
Students in cohort-based or limited enrolment programs are required to seek permission for an academic leave prior to departing due to a limited ability to accommodate leaves in such programs.	Students in cohort-based or limited enrolment programs are required to seek permission for an academic leave prior to departing due to a limited ability to accommodate leaves in such programs.
Students with a student loan or scholarship are advised to consult with the *Student Financial Assistance & Awards office* prior to taking a leave as there may be financial implications.	Students with a student loan or scholarship are advised to consult with the *Student Financial Assistance & Awards office* prior to taking a leave as there may be financial implications.
A student in good academic standing in their last session at UBC but who has not registered for more than **one Winter Session** must apply to re-enter their academic program of	A student in good academic standing in their last session at UBC but who has not registered for more than ~~**two consecutive years**~~ must apply to re-enter their academic program of

study. Readmission is not guaranteed. Students who are readmitted will be governed by the academic regulations and program requirements in effect at the time of readmission to the University and are advised to consult with an academic advisor. **Students who wish to study at another institution while on leave are required to obtain a Letter of Permission** <<hyperlink to Letter of Permission policy at http://okanagan.students.ubc.ca/calendar/index.cfm?tree=3,51,874,0 >> **in advance.**	study. Readmission is not guaranteed. Students who are readmitted will be governed by the academic regulations and program requirements in effect at the time of readmission to the University and are advised to consult with an academic advisor.
Proposed Calendar Entry: ***Admission to UBC Okanagan*** Homepage > Admission to UBC Okanagan > Readmission **Students may qualify for academic leave and be automatically eligible to register at UBC if they have been away from your program for less than one academic year. Please see the policy on academic leave** *<<hyperlink to the page on academic leave, above>>* **for more information.** Students who have previously attended UBC and who are no longer automatically eligible to register may	**URL from Draft Calendar:** http://okanagan.students.ubc.ca/calendar/proof/edit/index.cfm?tree=2,273,0,0 **Present Calendar Entry:** ***Admission to UBC Okanagan*** Homepage > Admission to UBC Okanagan > Readmission Students who have previously attended UBC and who are no longer automatically eligible to register may

apply for readmission online at the Student Service Centre. There is a non-refundable $60.00 application fee for all readmission applications. **To qualify for readmission, students who are not eligible for academic leave and who have attended another post-secondary institution since last attending UBC will be required to submit transcripts for assessment.** Please see Readmission & faculty transfer for more information.	apply for readmission online at the Student Service Centre. There is a non-refundable $60.00 application fee for all readmission applications. ~~**Students who have attended any post-secondary institution(s) since their last attendance at UBC will be required to submit a transcript(s).**~~ Please see Readmission & faculty transfer for more information.