

Title	Accessibility: Return from Medical Leave of Absence		
Parent Policy	Accessibility for Students with a Disability		
Policy No	1049	Oversight & Responsibility	VP, Academic
Approval	Board	Effective Date	2017 Oct 01

This procedure is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment, and the parent policy.

NOTE: The most up-to-date versions of our approved procedures are posted on the policy & procedure website. If you printed this procedure, check the website to be sure you have the current version.

Students will have the following options at the end of a MLOA:

Declare they are able and fit to return to study on the expected date.

Step 1 – Submit Return from Medical Leave of Absence Form

The student submits a Return from Medical Leave of Absence form with medical documentation verifying fitness to study no less than one month before the end of the Medical Leave of Absence.

Step 2 – Accessibility Services will Verify Documentation

Accessibility Services verifies the submitted form and documentation is complete and assesses if academic accommodations might be necessary.

Step 3 – Accessibility Services will Notify School of Return to Study

An Access Advisor sends an email to the student, Program Head, Program Associate, and School Manager indicating the student is ready to return to study.

Should the return from MLOA date fall after of the program completion deadline, the appropriate Dean will determine which elements of a program a returning student must repeat to ensure degree currency. See the Registrar academic regulation on Program Completion Deadlines.

Step 4 – Return to Study Work Plan will be Developed

The program office will work with the student to create a “Return to Study Work Plan” and submits a draft to the School Director for approval.

Step 5 – Return to Study Work Plan and Return Date will be Confirmed by School

Upon the School Director's approval of the “Return to Study Work Plan” the student’s Program Associate sends an email message confirming the student’s return date (copied to the student) to Registration, Student Accounts, the Program Head, School Manager, School Director, and the Dean’s Office.

Request a further Medical Leave of Absence

<http://policies.royalroads.ca/procedures/accessibility-medical-leave-absence>

Request to withdraw from the University

If you are considering withdrawing from the University, before making a final decision you are strongly encouraged to consult with an Access Advisor and your program office, or/and the Registrar's office. If you withdraw from the University and wish to re-register in a later term, you must follow the procedures for readmission.

Related Documents and Information

Related RRU policies

- [Accessibility for Students with a Disability](#)

Related documents and information

- Academic Regulations – [Program Completion Deadlines](#); [Withdrawal from Course](#); [Withdrawal from Program of Study](#)
- Return from Medical Leave of Absence - form

Review and Revision History

Date	Action
2014-Feb-03	Approved
2017-Oct-01	Revised; current published version
2021-Oct-27	Transfer to new template – no content change
Next Review	
2020-Oct-01	For review