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| SUBJECT | ELIMINATION OF ON-LEAVE FEES FOR GRADUATE STUDENTS |
| MEETING DATE | FEBRUARY 6, 2020 |

Forwarded on the Recommendation of the President

**APPROVED FOR
SUBMISSION**



Santa J. Ono, President and Vice-Chancellor

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|-------------------------------|---|
| DECISION REQUESTED | IT IS HEREBY REQUESTED that the Finance Committee approve elimination of fees for graduate students on leave, effective January 1, 2020. |
| Report Date | December 20, 2019 |

Presented By Andrew Szeri, Provost and Vice-President Academic, UBC Vancouver
 Ananya Mukherjee Reed, Provost and Vice-President Academic, UBC Okanagan
 Peter Smailes, Vice-President Finance & Operations
 Susan Porter, Dean and Vice-Provost, Faculty of Graduate and Postdoctoral Studies
 Jennifer Jakobi, Dean *pro tem*, College of Graduate Studies

EXECUTIVE SUMMARY

Fees have historically been assessed for graduate students who take a leave of absence from their studies for personal, medical, parental, or professional reasons. It is proposed that the University eliminate these “on leave fees” in support of equity, inclusion and fairness for students and in alignment with the practices of peer institutions.

Attachments

1. Vancouver Senate: Recommendation to discontinue “On Leave” fee for Graduate Students on Leave
2. Okanagan Senate: Recommendation to discontinue “On Leave” fee for Graduate Students on Leave

STRATEGIC CORE AREAS SUPPORTED

People and Places **Research Excellence** **Transformative Learning** **Local / Global Engagement**

DESCRIPTION & RATIONALE On leave fees for graduate students who take a leave of absence from their studies for personal, medical, parental, or professional reasons have been in place for many years. It is proposed that the University eliminate these fees to better align with peer institutions and to promote inclusion, equity, and fairness for students.

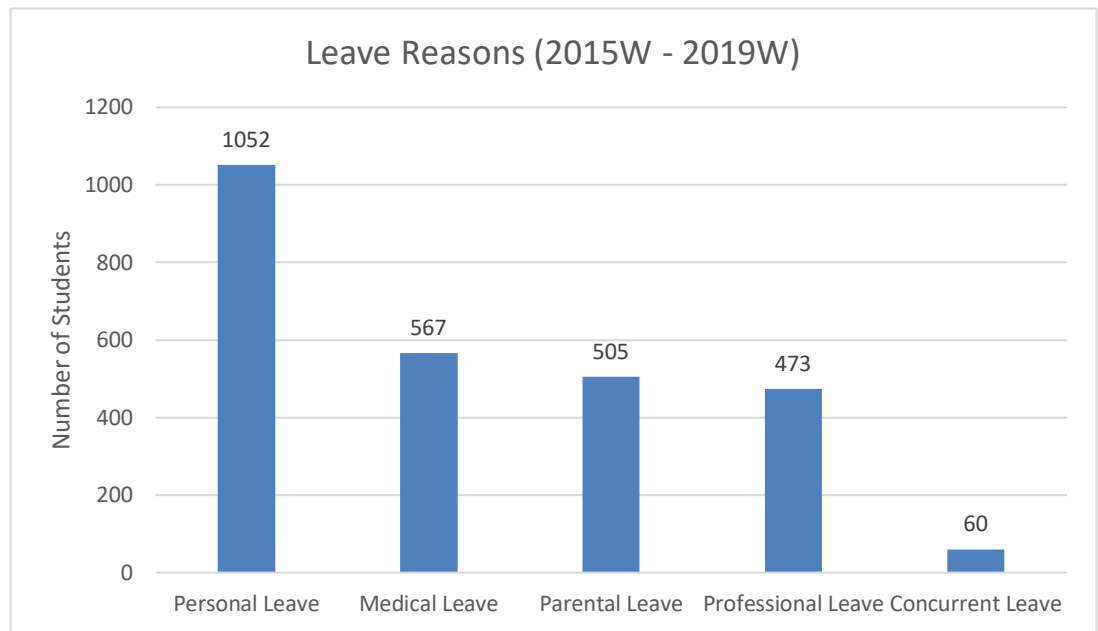
Benchmarking

UBC currently assesses domestic graduate students on leave \$120.68 each term and international graduate students are assessed \$356.72 each term of leave. These fees are typically inflated by 2% per annum when the Board approves all tuition and mandatory fee increases. A review of the “leave of absence” policies of several Canadian peer institutions identified that only the University of British Columbia charged a fee for students on leave.

| Peer Institution | Types of Leave | Fees | Notes |
|--------------------------------|--|------|--|
| University of British Columbia | Personal, medical, parental, professional | Yes | |
| University of Toronto | Serious health or personal problems, parental | No | Maximum period of three sessions |
| McGill University | Parental, personal or family health, professional development, required military service | No | Maximum period of 52 weeks (must be requested on a term-by-term basis), leave of absence is recorded on transcript |
| Simon Fraser University | Personal, parental, medical, compassionate, academic break | No | Maximum of three terms, may apply for extended leave beyond maximum |
| University of Victoria | Personal, parental, medical, compassionate | No | Granted in four month blocks |

Types of Leaves

At UBC, since 2015W, there have been 2,657 instances when a leave of absence was granted for 1,926 graduate students (some students were granted more than one leave during their studies). (Please note students who started leaves prior to 2015W that continued into and past 2015W were not captured in these numbers.) The reasons for these leaves, and their frequency, are described in the figure below:



Elimination of these fees would relieve the students of the cost and avoid further burdening them when they are facing personal or medical issues.

Benchmarking References:

- <https://www.sgs.utoronto.ca/resources-supports/understanding-leaves-of-absence/>
- <https://www.mcgill.ca/study/2018-2019/university-regulations-and-resources/undergraduate/gi-undergrad-leave-of-absence-policy>
- <http://www.sfu.ca/dean-gradstudies/current/registration-status/leaves-withdrawals.html>
- <https://web.uvic.ca/calendar2016-05/grad/registration/leaves.html>

Senate Policy Changes

The elimination of these fees was recommended by the Graduate Policy Committee and Graduate Council of the Faculty of Graduate and Post-Doctoral Studies and College of Graduate Studies, respectively, in October 2019. Both Senates approved the requisite changes to their policies in December 2019 (V-302.2: Graduate Student Leaves of Absence and the statement in the Okanagan Academic Calendar: “while on a leave of absence, graduate students must pay an on-leave fee.”)

FINANCIAL
Funding Sources,
Impact on Liquidity

Eliminating the fees for graduate students on leave would affect approximately 490 students each year and reduce University revenue by about \$117,000 across both campuses, based on data from 2018/19:

| Total (UBC Vancouver) | # of Unique Students | Allocation to Faculty | Total Assessment |
|----------------------------------|----------------------|-----------------------|-------------------|
| Faculty of Applied Science | 104 | 17,369.50 | 21,892.46 |
| Faculty of Arts | 91 | 18,748.14 | 22,092.49 |
| Faculty of Comm & Bus Admin | 14 | 2,941.64 | 3,996.73 |
| Faculty of Education | 82 | 13,633.13 | 17,803.56 |
| Faculty of Forestry | 13 | 3,004.90 | 3,410.36 |
| Faculty of Grad & PDoc Studies | 11 | 2,654.51 | 3,173.72 |
| Faculty of Land and Food Systems | 6 | 1,277.87 | 1,759.11 |
| Faculty of Medicine | 74 | 13,469.16 | 17,890.50 |
| Faculty of Science | 46 | 12,101.47 | 13,002.77 |
| Peter A. Allard School of Law | 5 | 583.13 | 828.24 |
| Total | 446 | 85,783.45 | 105,849.94 |

| Total (UBC Okanagan) | # of Unique Students | Allocation to Faculty | Total Assessment |
|--|----------------------|-----------------------|------------------|
| School of Engineering | 9 | 2,042.57 | 3,626.08 |
| Faculty of Arts and Sciences | 12 | 1,460.40 | 2,592.58 |
| Okanagan School of Education | 8 | 866.45 | 1,538.16 |
| Faculty of Creative and Critical Studies | 3 | 727.26 | 1,291.06 |
| Faculty of Health and Social Development | 11 | 1,066.39 | 1,893.12 |
| Faculty of Management | 1 | 66.65 | 118.32 |
| Total | 44 | 6,229.72 | 11,059.32 |

SCHEDULE If approved, fees for graduate students on leave, on both campuses, will be removed effective 2019 Winter Term 2 (January 1, 2020).

CONSULTATION No new fees are included in this submission and thus no student consultation was conducted.

Previous Report Date December 4, 2018

Decision The graduate on-leave fees were approved for 2019/20 at the rates of \$120.68 per instalment for domestic students and \$356.72 per instalment for international students.

Action / Follow Up N/A

Benchmarking References:

<https://www.sgs.utoronto.ca/resources-supports/understanding-leaves-of-absence/>

<https://www.mcgill.ca/study/2018->

[2019/university-regulations-and-resources/undergraduate/gi-undergrad-leave-of-absence-policy](https://www.mcgill.ca/study/2018-2019/university-regulations-and-resources/undergraduate/gi-undergrad-leave-of-absence-policy)

<http://www.sfu.ca/dean-gradstudies/current/registration-status/leaves-withdrawals.html>

<https://web.uvic.ca/calendar2016-05/grad/registration/leaves.html>

25 November 2019

To: Senate

Re: **Recommendation to discontinue charging an “On Leave” fee for Graduate Students on Leave**

The following is recommended to Senate:

Motion: *“That the reference to the requirement that graduate students pay a fee while on leave be removed from the Academic Calendar, as set out in the attached two column form; and, from policy V-302.2 - Graduate Student Leaves of Absence as set out in the attached.”*

In September 2019 representatives from the Provost’s Office, Enrolment Services, the Faculty of Graduate and Postdoctoral Studies, the Senate Secretariat, and the Equity and Diversity Office met to discuss whether it is consistent with the University’s current equity, diversity and inclusion goals to charge graduate students fees when they are on parental or medical leave. The group researched both current practices at peer institutions and the financial impact of the on-leave fees and recommended the removal of the fees. The attached briefing note was prepared as a result.

The Academic Policy Committee of the Faculty of Graduate and Postdoctoral Studies and the Graduate Council have reviewed and approved the attached two-column form that set out the revisions to policy. The suggested amendment to Policy V-302.2 is in line with these changes; the enumeration of the clauses of the policy will be updated should the proposed motion be approved.

As the charging and setting of fees is in the purview of the Board of Governors, a proposal to the Board to discontinue the fee will be going forward in early 2020.

Respectfully submitted,

Dr. Paul G. Harrison, Chair
Senate Academic Policy Committee

Recommendation to discontinue charging “on-leave” fees

In September 2019 representatives from the Provost’s Office, Enrolment Services, the Faculty of Graduate and Postdoctoral Studies, the Senate Secretariat, and the Equity and Diversity Office met to discuss whether it is consistent with the University’s current equity, diversity and inclusion goals to charge graduate students fees when they are on parental or medical leave. The group researched both current practices at peer institutions and the financial impact of the on-leave fees.

The on-leave fees have been in place for a many years. In 2015, the Graduate Academic Policy Committee reviewed the On-Leave policy and clarified for students exactly what services are and are not available to them while they are on leave. Most UBC services are available to on-leave students, though some may be limited at the discretion of the unit offering the service. (The list is on the G+PS website: [Policies & Procedures / Student Status / On Leave Status.](#))

Five Canadian peer institutions (U of T, McGill, SFU, UVic) were researched about their current on-leave policies and practices (see below for details). Some allow students to “opt-in” and pay a fee in order to have access to specific resources. Neither UBC’s systems nor its working capacity can support this. We are recommending that the on-leave fee be removed, but that current access to services be maintained.

University of Toronto:

- Graduate students are allowed to apply for one-session to three-session leaves
- Types of leave: serious health or personal problems; or parental leave
- Has a “Temporary Stop-Out” option for up to 12 months. The stop-out period is included in the time period for completion of the degree.
- No fees are assessed, but students may opt-in and pay “non-academic incidental fees” in order to receive university services

If so, fees are as follows:

One session: \$416.17 FT, \$83.15 PT

Two sessions: \$832.34 FT, \$166.30 PT

Three sessions: \$1,248.51 FT, \$249.45 PT

- If a student doesn’t opt in, university services are restricted as follows: “In general, unless a request is made to opt-in to access services while on leave, students on leave may not make demands upon the resources of the university, attend courses, or expect advice from their supervisor. As an exception, students on leave for parental or serious health reasons who wish to consult with their supervisor or other faculty are advised to make special arrangements through their department. Students on leave may request continued access to U of T library services by sending an email to graduate.information@utoronto.ca. The School of Graduate Studies will review the request and contact the library to allow access to library services if the request is approved.”

McGill University:

- Leaves are approved on a term by term basis; maximum is 52 weeks and must be requested on a term-by-term basis.

- Types of leave include maternity or parenting, personal or family health, professional development, required military service.
- No tuition or on-leave fees are charged.
- University services are restricted as follows. The restrictions are lighter for parental or familial reasons:
 - During a leave of absence for parental or familial reasons, a student will not be eligible to take courses but he/she may request and expect guidance on thesis and research work. Students and postdocs will have free access to the University's academic facilities. Library services will continue to be available....
 - During a leave of absence for personal health reasons, a student will not be eligible to request guidance on thesis and research work or to take courses. Students and postdocs will not have access to the University's academic facilities but library services will normally continue to be available....

Simon Fraser University:

- Maximum three terms: may apply for an extended leave of absence beyond that.
- Types of leave include personal leave, parental leave, medical/compassionate leave/academic break.
- No tuition or on-leave fees are charged .
- University services are restricted as follows: “During a leave of absence graduate students are not enrolled and normally should not use any of the University's facilities or resources, or undertake academic or research work related to the program from which they have taken a leave of absence.”

University of Victoria:

- Leaves are granted in 4-month blocks.
- Types of leave include personal, parental, medical, compassionate, and leave with permission of the Dean.
- Says “Normally, tuition fees are not assessed during leaves. No evidence of an on-leave fee.
- University services are restricted as follows: “While students are on a leave, all supervisory processes are suspended as students are normally expected, and may be required, not to be involved in any academic or research work during the period of the leave. Additionally, students may not use any of the University’s facilities during the period of the leave.”
- Time taken for personal leave is counted towards maximum time for degree completion. Time taken for parental, medical, and compassionate leave, and leave with permission of the Dean, is not included in the time period for completion of the degree.

University of Alberta:

Their form is very informative:

https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=4&ved=2ahUKEwjwotCv4IPIAhVKpZ4KHQSODFcQFjADegQIBRAC&url=https%3A%2F%2Fcloudfront.ualberta.ca%2F-%2Fmedia%2Fgradstudies%2Fforms-cabinet%2Frecords%2Fregistration%2F20181217_leave-of-absence.pdf&usg=AOvVaw2vBS9zFVcTKE2eEmGNTavW

Graduate program manual: <https://www.ualberta.ca/graduate-studies/about/graduate-program-manual/section-7-administration-of-graduate-programs/7-11-approved-leave-of-absence>

Students can opt-in to services, and if they do, there are fees. These services are offered, and students can select combinations of services:

1. Student Academic Support
2. Student Health and Wellness
3. GSA Dental Plan [Fees assessed in Fall term only]
4. GSA Health Plan [Fees assessed in Fall term only]
5. Graduate Student Assistance Plan
6. UPass
7. Athletics and Recreation

The amounts of the fees are not mentioned on the form.



UBC Policy Proposal Form Change to Calendar

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| <p>Faculty: Faculty of Graduate and Postdoctoral Studies Department: N/A Faculty Approval Date: not applicable Effective Session (W or S): Effective Academic Year: January 2020</p> | <p>Date: October 4 2019 Contact Person: Max Read Phone: 604-822-0283 Email: max.read@ubc.ca</p> |
| <p>Present Calendar Entry:</p> <p><i>On-Leave Status</i></p> <p>...</p> <p>Graduate Student Leaves of Absence</p> <p>This policy, V-302: Graduate Student Leaves of Absence, applies to students currently registered in graduate programs at the University of British Columbia, including those administered by faculties other than the Faculty of Graduate and Postdoctoral Studies.</p> <p>This policy does not apply to students enrolled in the Pharm.D. program or students in undergraduate programs including the M.D., J.D., and D.M.D. programs.</p> <p>Students in dual degree programs (e.g., M.D./Ph.D.) may be eligible, through discussion with both programs.</p> <p>A graduate student who finds it necessary for parental, health, personal, professional, or academic reasons, as outlined below, to</p> | <p>URL: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,341,191</p> <p>Homepage Faculties, Colleges, and Schools The Faculty of Graduate and Postdoctoral Studies Classification of Students On-Leave Status</p> <p>Full policy: V-302: Graduate Student Leaves of Absence</p> <p>Present Calendar Entry:</p> <p><i>On-Leave Status</i></p> <p>...</p> <p>Graduate Student Leaves of Absence</p> <p>This policy, V-302: Graduate Student Leaves of Absence, applies to students currently registered in graduate programs at the University of British Columbia, including those administered by faculties other than the Faculty of Graduate and Postdoctoral Studies.</p> <p>This policy does not apply to students enrolled in the Pharm.D. program or students in undergraduate programs including the M.D., J.D., and D.M.D. programs.</p> <p>Students in dual degree programs (e.g., M.D./Ph.D.) may be eligible, through discussion with both programs.</p> <p>A graduate student who finds it necessary for parental, health, personal, professional, or academic reasons, as outlined below, to</p> |



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|---|---|
| <p>interrupt his or her studies may apply for a leave of absence. Responsibility for approving a leave of absence rests with the Dean of the Faculty of Graduate and Postdoctoral Studies; or, in the case of programs not administered by the Faculty of Graduate and Postdoctoral Studies, with their respective Deans.</p> <p>A leave of absence will normally begin on the first day of September, January, or May.</p> <p>Leaves of absence will be granted for periods of four, eight, or twelve months.</p> <p>The total duration of all leaves of absence granted in a graduate program is normally limited to 24 months for a doctoral student and to 12 months for a master's student, except Leave to Pursue a Second Program of Study.</p> <p>While on a leave of absence, graduate students are expected to not undertake any academic or research work related to the program for which they have taken a leave of absence. Access to the University's facilities and resources, including faculty supervision, while on a <i>leave of absence</i> may be limited. Consult the Faculty of Graduate and Postdoctoral Studies website for current information in that regard.</p> <p>[Link in above paragraph: https://www.grad.ubc.ca/faculty-staff/policies-procedures/leave-status]</p> <p>Graduate students must inform their program of their intent to return from a leave of absence prior to recommencing their studies.</p> <p>Time spent on leave of absence is not counted as part of the allowed time to complete a degree.</p> | <p>interrupt his or her studies may apply for a leave of absence. Responsibility for approving a leave of absence rests with the Dean of the Faculty of Graduate and Postdoctoral Studies; or, in the case of programs not administered by the Faculty of Graduate and Postdoctoral Studies, with their respective Deans.</p> <p>A leave of absence will normally begin on the first day of September, January, or May.</p> <p>Leaves of absence will be granted for periods of four, eight, or twelve months.</p> <p>The total duration of all leaves of absence granted in a graduate program is normally limited to 24 months for a doctoral student and to 12 months for a master's student, except Leave to Pursue a Second Program of Study.</p> <p>While on a leave of absence, graduate students must pay an on-leave fee.</p> <p>While on a leave of absence, graduate students are expected to not undertake any academic or research work related to the program for which they have taken a leave of absence. Access to the University's facilities and resources, including faculty supervision, while on a <i>leave of absence</i> may be limited. Consult the Faculty of Graduate and Postdoctoral Studies website for current information in that regard.</p> <p>Graduate students must inform their program of their intent to return from a leave of absence prior to recommencing their studies.</p> <p>Time spent on leave of absence is not counted as part of the allowed time to complete a degree.</p> <p>....</p> <p>Type of Action: Remove reference to on-leave fee. Add link to on-</p> |
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| | <p>leave information on G+PS website.</p> <p>Rationale for Proposed Change: See attached "Policy_Committee_Removal_of_on-leave_fees.pdf".</p> |
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THE UNIVERSITY OF BRITISH COLUMBIA

SENATE POLICY:
V-302.2VANCOUVER SENATE
c/o Enrolment Services
2016 - 1874 East Mall
Vancouver, B.C. Canada V6T 1Z1**Number & Title**V-302.3: *Graduate Student Leaves of Absence***Effective Date:**

2 January 2013

Approval Date:

October 2012

Amended December 2019 (anticipated)

Review Date:

This policy shall be reviewed two (2) years after approval and thereafter as deemed necessary by the *responsible committee*.

Responsible Committee:

Vancouver Senate Academic Policy Committee

Authority:*University Act, S. 37(1)*

“The academic governance of the university is vested in the senate and it has the following powers:

...(p) to deal with all matters reported by the faculties, affecting their respective departments or divisions; ...”

and,

S. 40

“A faculty has the following powers and duties:

...(g) to deal with and, subject to an appeal to the senate, to decide on all applications and memorials by students and others in connection with their respective faculties;

(h) generally, to deal with all matters assigned to it by the board or the senate...”

Purpose and Goals:

This policy provides a mechanism for graduate students to temporarily interrupt their *course of study* and remain registered in the program for reasons including: parental responsibilities; health reasons; professional and employment reasons; personal reasons; or, to pursue a second *course of study*. The goal is to support students as they balance their academic pursuits and the other demands of life, as well as to ensure consistency of approach.

Applicability:

This policy applies to students currently registered in graduate programs at the University of British Columbia, including those administered by faculties other than the Faculty of Graduate and Postdoctoral Studies.

Exclusions:

This policy does not apply to:

- 1) Students enrolled in the Pharm.D. program; and,
- 2) Students in undergraduate programs including the M.D., J.D. and D.M.D. programs. N.B. – Students in dual degree programs (e.g., M.D./Ph.D.) may be eligible, through discussion with both programs.

Definitions:

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *Clinician* shall mean a physician, psychologist, or a registered clinical counselor.
- *Course of study* shall mean the academic program in which the student is registered.
- *Leave of Absence* shall mean a period of time during which a student has received permission to suspend his or her *course of study*.
- *On-leave* shall mean the registration status of students while on an approved *leave of absence*.

Policy:

- 1) A graduate student who finds it necessary for parental, health, personal, professional or academic reasons, as outlined later in this policy, to interrupt his or her studies may apply for a *leave of absence*. Responsibility for approving a *leave of absence* rests with the Dean of the Faculty of Graduate and Postdoctoral Studies; or, in the case of programs not administered by the Faculty of Graduate and Postdoctoral Studies, with their respective Deans.
- 2) A *leave of absence* will normally begin on the first day of September, January, or May.
- 3) *Leaves of absence* will be granted for periods of four (4), eight (8), or twelve (12) months.
- 4) The total duration of all *leaves of absence* granted in a graduate program is normally limited to 24 months for a doctoral student and to 12 months for a master's student, except for Leave to Pursue a Second Program of Study.
- 5) ~~While on a *leave of absence*, graduate students must pay an on-leave fee.~~
- 6) While on a *leave of absence*, graduate students are expected to not undertake any academic or research work related to the program for which they have taken a *leave of absence*. Access to the University's facilities and resources, including faculty supervision, while on a *leave of absence* may be limited. Consult the Faculty of Graduate and Postdoctoral Studies website for current information in that regard.
- 7) Graduate students must inform their program of their intent to return from a *leave of absence* prior to recommencing their studies.
- 8) Time spent on *leave of absence* is not counted as part of the allowed time to complete a degree.

Awards and Fellowships for Students with On-Leave Status

- 9) A graduate student granted a *leave of absence* retains the full value of any fellowship or other award for which the terms and conditions are established by the Faculty of Graduate and Postdoctoral Studies; award payments will be suspended at the onset of the *leave of absence* and will resume at the termination of

the leave period, provided that the student returns to full-time study at that time.

- 10) Awards for which the terms and conditions are not established by the Faculty of Graduate and Postdoctoral Studies will be paid according to the terms and conditions established by the donor or granting agency.

Categories of Leaves of Absence

11) Parental Leave

- a. A graduate student who is bearing a child or who has primary responsibility for the care of an infant or young child is eligible for parental leave. Appropriate supporting documentation may be required.
- b. Parental leave is normally limited to 12 months per childbirth or adoption (including multiples).
- c. Where possible, a student enrolled in coursework should coordinate his or her *leave of absence* to coincide with the first day of September, January, or May.

12) Leave for Health Reasons

- a. A graduate student who encounters a health problem that significantly interferes with the ability to pursue his or her *course of study* is eligible for a leave for health reasons.
- b. Requests for a leave for health reasons must be accompanied by appropriate supporting documentation from the *clinician* providing primary care for the health problem.
- c. A leave for health reasons is normally limited to 12 months.
- d. Prior to being allowed to return to his or her studies, a student returning to study after a leave for health reasons may be required to produce specific documentation from his or her *clinician* confirming that he or she has recovered sufficiently to return from leave and resume his or her *course of study*.

13) Professional Leave

- a. A graduate student who wishes to suspend his or her *course of study* in order to take a relevant work or professional development experience may be eligible for professional leave. Appropriate

supporting documentation may be required.

- b. Professional leave is normally limited to 12 months.

14) *Personal Leave*

- a. A graduate student who encounters personal circumstances that significantly interfere with the ability to pursue his or her *course of study* may be eligible for personal leave.
- b. Requests for a leave for personal reasons must be accompanied by appropriate supporting documentation.
- c. Personal leave is normally limited to 12 months.

15) *Leave to Pursue a Second Program of Study*

- a. Following consultation with his or her program advisor and graduate supervisor, a graduate student may apply for a *leave of absence* from one program to pursue a second *course of study*.
- b. While on a leave to pursue a second *course of study*, the graduate student is responsible for the on-leave fees as well as any tuition or other fees associated with the second program.
- c. Leave to pursue a second *course of study* may exceed 12 months.

Calendar Statement:

As per the Applicability, Exclusions and Policy Sections above.

Consultations

The following groups have been consulted during the development of this policy:

Access & Diversity, Counseling Services, Enrolment Services, Faculties, Legal Counsel, Office of the Ombudsperson for Students, Office of the Vice-President, Academic

History:

The policy on graduate student On-Leave Status has been subject to amendments from time to time as exhibited in the archive of Academic Calendars. At the 11 September 1991 meeting of the Vancouver Senate parental leave was added as a special leave category for graduate students and regular leave for doctoral students

was reduced from two years to one. The policy was again revised in 2012 to clarify the types of leave available and add information about the total duration of leaves granted in a graduate program. At this point, it was also renamed “Graduate Student Leaves of Absence.” In 2015, the policy was revised in order to clarify the denial of access to University facilities and resources while on a leave of absence in order to be in line with current practice and intent. Notation was added to indicate that appropriate supporting documentation may be required for all types of leave. The definition of a professional leave was expanded and clarified.

Related Policies:

Academic Concession

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,48,0,0>

Academic Leave

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,289,0,0>

Letter of Permission to Study at another Institution

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,47,0,0>

Graduate Student Parental Accommodation Policy

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,342,1510>

Senate Appeals on Academic Standing

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,53,0,0>

Appendix:

There is no appendix to this policy.

Office of the Senate
University Centre | 322-3333 University Way
Kelowna, BC V1V 1V7

Phone 250 807 9619
Fax 250 807 8007
www.senate.ubc.ca

9 December 2019

To: Okanagan Senate

From: Senate Academic Policy Committee

Re: **Recommendation to discontinue charging an “On Leave” fee for Graduate Students on Leave**

The following is recommended to Senate:

Motion: *“That the reference to the requirement that graduate students pay a fee while on leave be removed from the Academic Calendar, as set out in the attached two column form.”*

In September 2019 representatives from the Provost’s Office, Enrolment Services, the Faculty of Graduate and Postdoctoral Studies, the Senate Secretariat, and the Equity and Diversity Office met to discuss whether it is consistent with the University’s current equity, diversity and inclusion goals to charge graduate students fees when they are on parental or medical leave. The group researched both current practices at peer institutions and the financial impact of the on-leave fees. This work was later shared with the College of Graduate Studies for their consideration. In reviewing this work, the Graduate Councils of both campuses were in agreement with the idea that the fee for graduate students on leave should be discontinued.

A proposal to the Board to discontinue the fee will be going forward in early 2020.

Respectfully submitted,

Dr. Jan Cioe, Chair
Senate Academic Policy Committee



Admissions Proposal Form Okanagan Campus

| | |
|--|---|
| <p>Faculty/School: College of Graduate Studies Dept./Unit: N/A Faculty/School Approval Date: N/A Effective Session: January 2020</p> | <p>Date: November 1, 2019 Contact Person: Dr. Jennifer Jakobi Phone: 250.807.9884 Email: Jennifer.jakobi@ubc.ca</p> |
| <p>Type of Action: Revision policy – On-leave Status</p> | |
| <p>Rationale: The fee is being rescinded and does not belong in this part of the Calendar/policy.</p> | |
| <p>Proposed Academic Calendar Entry:</p> <p><i>On-Leave Status</i></p> <p>Students who find it necessary to interrupt their graduate studies may apply to the Dean of the College of Graduate Studies for on-leave status. Leave is granted when a student is best advised for personal, health, or other reasons to have time completely away from his or her academic responsibilities. Leaves of absence must be approved by the graduate program in which the student is registered. Leave for master's or doctoral students (not including parental leave or leave to pursue concurrent programs) is normally limited to one year.</p> <p>A leave will normally begin on the first day of September, January, or May.</p> | <p>Draft Academic Calendar URL: http://www.calendar.ubc.ca/okanagan/index.cfm?tre=18,285,999,1207</p> <p>Present Academic Calendar Entry:</p> <p><i>On-Leave Status</i></p> <p>Students who find it necessary to interrupt their graduate studies may apply to the Dean of the College of Graduate Studies for on-leave status. Leave is granted when a student is best advised for personal, health, or other reasons to have time completely away from his or her academic responsibilities. Leaves of absence must be approved by the graduate program in which the student is registered. Leave for master's or doctoral students (not including parental leave or leave to pursue concurrent programs) is normally limited to one year.</p> <p>A leave will normally begin on the first day of September, January, or May.</p> |



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| <p>Leaves of absence will be granted for a period of four, eight, or 12 months.</p> <p>It is understood that students with on-leave status will not undertake any academic or research work, or use any of the University's facilities during the period of leave.</p> <p>Students must inform the University immediately upon return from the leave of absence.</p> <p>The time spent on leave is not counted as part of the allowed time to complete a degree.</p> <p>Awards and Fellowships for Students with On-Leave Status</p> <p>Students granted a leave of absence retain the full value of any university graduate fellowship or other award whose terms and conditions are established by the College of Graduate Studies. Awards will be suspended at the onset of the leave, and reinstated at the termination of the leave period, provided the student returns to full-time study within the same academic year.</p> <p>Other awards will be paid according to the conditions established by the donor or granting agency.</p> <p>Categories of Leaves of Absence</p> <p>Parental Leave</p> <p>A graduate student who is bearing a child or has primary responsibility for the care of an infant or young child is eligible for parental leave. A request for parental leave should be made through the</p> | <p>Leaves of absence will be granted for a period of four, eight, or 12 months.</p> <p>While on a leave of absence, graduate students must pay an on-leave fee.</p> <p>It is understood that students with on-leave status will not undertake any academic or research work, or use any of the University's facilities during the period of leave.</p> <p>Students must inform the University immediately upon return from the leave of absence.</p> <p>The time spent on leave is not counted as part of the allowed time to complete a degree.</p> <p>Awards and Fellowships for Students with On-Leave Status</p> <p>Students granted a leave of absence retain the full value of any university graduate fellowship or other award whose terms and conditions are established by the College of Graduate Studies. Awards will be suspended at the onset of the leave, and reinstated at the termination of the leave period, provided the student returns to full-time study within the same academic year.</p> <p>Other awards will be paid according to the conditions established by the donor or granting agency.</p> <p>Categories of Leaves of Absence</p> <p>Parental Leave</p> <p>A graduate student who is bearing a child or has primary responsibility for the care of an infant or young child is eligible for parental leave. A request</p> |
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| <p>student's graduate program for a minimum leave of four months to a maximum of 12 months.</p> <p>Leave for Health Reasons</p> <p>A graduate student who encounters a health problem that significantly interferes with the ability to pursue his or her course of study is eligible for a leave for health reasons.</p> <p>Requests for a leave for health reasons must be accompanied by appropriate supporting documentation from the clinician providing primary care for the health problem.</p> <p>A leave for health reasons is normally limited to 12 months.</p> <p>Leave to Pursue a Second Program of Study</p> <p>Following academic consultation, a graduate student may apply for a leave of absence from one program to pursue a second program of study. In this case, the student is responsible for both on-leave tuition fees as well as the tuition fees associated with the second program. A leave of absence for these reasons may exceed one year. Completion time of the first degree program would be extended by the span of time on the leave of absence.</p> <p>Personal Leave</p> <p>A graduate student who encounters personal circumstances that significantly interfere with the ability to pursue his or her course of study may be eligible for personal leave. Request for a leave for personal reasons must be accompanied by appropriate supporting documentation.</p> | <p>for parental leave should be made through the student's graduate program for a minimum leave of four months to a maximum of 12 months.</p> <p>Leave for Health Reasons</p> <p>A graduate student who encounters a health problem that significantly interferes with the ability to pursue his or her course of study is eligible for a leave for health reasons.</p> <p>Requests for a leave for health reasons must be accompanied by appropriate supporting documentation from the clinician providing primary care for the health problem.</p> <p>A leave for health reasons is normally limited to 12 months.</p> <p>Leave to Pursue a Second Program of Study</p> <p>Following academic consultation, a graduate student may apply for a leave of absence from one program to pursue a second program of study. In this case, the student is responsible for both on-leave tuition fees as well as the tuition fees associated with the second program. A leave of absence for these reasons may exceed one year. Completion time of the first degree program would be extended by the span of time on the leave of absence.</p> <p>Personal Leave</p> <p>A graduate student who encounters personal circumstances that significantly interfere with the ability to pursue his or her course of study may be eligible for personal leave. Request for a leave for personal reasons must be accompanied by appropriate supporting documentation.</p> |
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a place of mind

THE UNIVERSITY OF BRITISH COLUMBIA

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| <p>Personal leave is normally limited to 12 months.</p> | <p>Personal leave is normally limited to 12 months.</p> |
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**GRADUATE
STUDENT SOCIETY**
UBC VANCOUVER

Response: Elimination of on-leave fees for Graduate Students

Re: Report to the Board of Governors

Date: February 4, 2020

The Graduate Student Society (GSS) supports the recommendation that on-leave fees for Graduate Students be eliminated.

Graduate students take on a wide range of important roles on campus as students, researchers, and teachers. We are pleased that the University is looking forward to making this decision to remove one potential financial barrier to students completing their degrees. Although graduate students are dedicated to their study, they may face challenges which require them to take short-term leave from study. Graduate students often maintain additional responsibilities as parents or as working professionals, while studying at UBC.

While on leave, students technically have access to on campus services, however several barriers exist to accessing them during this period. Therefore, we believe that students should not be charged fees for services that they cannot use in most circumstances.

Financial hardship is also a reality for many graduate students, and we are pleased to see the removal of a fee that acts a deterrent to students continuing their study at UBC and completing their degrees.

The Graduate Student Society hopes that UBC can align its policies with other comparable Canadian Universities in providing financial relief to graduate students on leave to accommodate their personal problems and to help them proactively rejoin and complete graduate study here. We hope that this recommendation will be adopted by the University.

Nicolas Romualdi

President

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UBC VANCOUVER