Leave of Absence Policy and Procedure

Policy ID	T007
Previous versions	17 June 2019, 2 June 2020, 16 May 2023
Current version	Approved by the Academic Board, 5 May 2026
Scheduled review date	May 2029
Threshold Standard	1.3, 7.2
Responsible person/s	Chief Executive Officer
Appendix A	List of amendments

1. Introduction

This policy describes the provision for students to take a temporary leave of absence from their course of study.

2. Purpose

Adelaide Central School of Art (ACSA) recognises that students may require a leave of absence from their course of study in certain circumstances.

This policy provides a framework for managing student leave from ACSA's accredited courses. This policy also provides information on the procedures for applying for leave of absence and for processing applications for leave of absence.

3. Scope

This policy applies to students who are enrolled in an accredited course at ACSA and who wish to take a leave of absence from their studies.

These procedures do not apply to:

- Students who want to withdraw permanently from their course of study.
- Students who want to withdraw from some but not all of the units for a specific study period.
- Applicants who want to defer the commencement of their course.

4. Policy

4.1 Pre-requisites for leave of absence

4.1.1 A student may not be granted leave of absence until they have successfully completed at least one unit in their course of study.

4.1.2 A student who is enrolled in Studio Practice 3.1 or 3.2 in the BVA or Honours Studio Practice 1.1 or 1.2 in the BVA (Hons) will not be granted leave of absence unless there are compelling circumstances beyond their control that prevent continuation for which evidence is supplied. Studio Practice requires two consecutive semesters of enrolment for the sustained development of work to an assessable standard.

4.2 Maximum leave of absence period

4.2.1 A maximum of four semesters of leave can be approved throughout the duration of a student's course. These semesters can be undertaken consecutively or as separate periods of leave.

4.2.2 A student can apply to take leave from their course for up to two consecutive semesters at any one time.

4.2.3 If a student is not able to re-enrol by the approved date, they must apply for a further period of leave prior to the approved re-enrolment date.

4.3 Academic Progression

4.3.1 A student's academic progression will be considered as part of the leave approval process. If a student is at risk of not meeting the academic progression requirements for their course as a result of the proposed leave period, ACSA reserves the right to:

a.) Refuse the application for leave, or

b.) Stipulate enrolment conditions as part of the leave approval.

Refer to the Academic Progression and Enrolment Policy & Procedures for information on academic progression requirements and conditional enrolment procedures.

4.3.2 Periods of leave are counted towards a student's course duration. Maximum allowable timeframes for course completion are as follows:
Diploma of Visual Art – 6 years
Associate Degree in Visual Art – 11 years
Bachelor of Visual Art – 14 years
Bachelor of Visual Art (Honours) – 1 year

4.4 Penalty

4.4.1 Students who do not re-enrol in their course and do not obtain approved leave of absence will be considered to have discontinued the course.

4.4.2 To allow for extenuating circumstances, students will be considered inactive for one semester, during which time they will be eligible to apply to recommence as per Item 6.7.2.

4.4.3 Following the inactive period, and in the absence of an approved application to recommence, the student's course enrolment will be discontinued, as per Item 6.7.5.

5. Responsibilities

5.1 The Chief Executive Officer is responsible for ensuring that the Leave of Absence Policy is published on ACSA's website.

5.2 The Academic Administration Manager is responsible for ensuring that the Leave of Absence Policy and Procedures are adhered to and updated as required.

5.3 The Student Support Team is responsible for informing new applicants and enrolled students of their obligation to apply for a leave of absence if they intend to take leave from their course of study.

5.4 The Student Services Officer is responsible for processing applications for leave and monitoring recommencements.

5.5 The Academic Director is responsible for assessing and approving requests to recommence after a period of unapproved leave.

5.6 The student is responsible for monitoring completion of their course of study within the maximum allowable timeframe.

6. Leave of absence procedures

6.1 Students are encouraged to seek advice from the Student Support Team prior to applying for leave of absence to confirm that their proposed study pathway will be available following their intermission.

6.2 Students must apply for leave of absence by completing the online form prior to the census date of the first period of leave. If a student is enrolled and chooses to withdraw from all units before the census date, they must apply for leave of absence. If a student withdraws from all units after the census date, they are not required to apply for leave for that semester.

6.3 Students undertaking a unit in an intensive study period will be considered active for the following semester period, and will not be required to take leave even if no further units are undertaken in that semester.

6.4 An application for leave of absence can be for a period of 6 months (one semester) or for 12 months (two consecutive semesters).

6.5 The Student Services Officer will assess the application for leave and notify the student within 5 business days of the outcome of their application.

6.6 Students who are granted leave of absence are responsible for re-enrolling as a continuing student within the stipulated re-enrolment dates.

6.7 Students who do not re-enrol in their course and do not obtain approved leave of absence will be considered to have discontinued the course.

6.7.1 To allow for extenuating circumstances, students will be placed on *Inactive* status for one semester.

6.7.2 Students on *Inactive* status seeking to re-enrol must apply to recommence their course prior to the enrolment closing date of the following semester by completing the online Variation to Enrolment form.

6.7.3 For a request to be approved, students must demonstrate that there were extenuating circumstances that prevented them from applying for leave of absence within the required timeframe.

6.7.4 The Academic Director will assess the request based on the information provided in conjunction with the student's academic record. Students will be notified of the outcome of their request within 10 business days.

6.7.5 Students on *Inactive* status will be discontinued from their course of study if they have not applied to recommence by the enrolment closing date of the following semester, or their application to recommence has not been approved. Students who have been discontinued from their enrolled course must apply as a new student if they wish to study at ACSA.

7. Related Documents

- Application for Leave of Absence Form
- Academic Progression and Enrolment Policy & Procedures

Appendix A – Policy Amendments

1. Version 1: Approved by Board of Governors on 17 June 2019
2. Version 2: Amendments to the Leave of Absence procedures (application process; recommencement process for students without approved leave of absence). Approved by Academic Board on 2 June 2020.
3. Version 3: Inclusion of DVA, updates to policy and procedures to align with Academic Progression & Enrolment Policy. Approved by Academic Board on 16 May 2023.
4. Version 4: Expanded information on process for students who take unapproved leave. Updates to incorporate intensive study period and to reflect current staffing. Approved 5 May 2026.