



**POLICY AND PROCEDURE MANUAL**

<b>Policy Title:</b>	<b>EXTENDED STUDENT ABSENCE</b>	<b>Area of Responsibility:</b> <b>VICE PRESIDENT, ACADEMIC</b>
<b>Policy Section:</b>	<b>ACADEMIC</b>	
<b>Effective Date:</b>	<b>2021 02 11</b>	<b>Policy No: 1.6.10</b>
<b>Supersedes:</b>	<b>2005 01 01</b>	<b>Page: 1 of 1</b>
<b>Mandatory Review Date:</b>	<b>2026 02 11</b>	<b>Last Review Date: 2021 02 11</b>

**1.6.10 EXTENDED STUDENT ABSENCE**

**Policy**

Individual student absences are unique. In those cases when a student is absent, the following could be considered when counselling and/or advising the student:

1. the nature or reason for being absent;
2. the estimated or actual duration of the absence;
3. the time period of the absence;
4. the student’s academic standing.

In consideration of the above factors, the following actions could be suggested and/or implemented:

1. If within the required time frame, DROP the course or courses, and re-take when next offered.
2. If outside of the drop period, WITHDRAW from the course or courses, accept the grade that was assigned at that point-in-time, and re-take when next offered.
3. Assign the student an INCOMPLETE (I) for the course or courses, allowing a reasonable time period for course completion. Please refer to Policy 1.4.4 Grade Point System for further details regarding I grades.
4. Request the aid of an IN-CLASS NOTE TAKER and/or PEER TUTOR to assist the individual during the period of the absence. This service would not necessarily be free to the student who is absent.
5. Arrange for TUTORIAL DELIVERY of the course or courses in question if the course is not available on a regular schedule and the student is within the last 10% of the course work required to complete the program. Please refer to Policy. 1.6.15 Tutorial Courses for further details regarding tutorial courses.