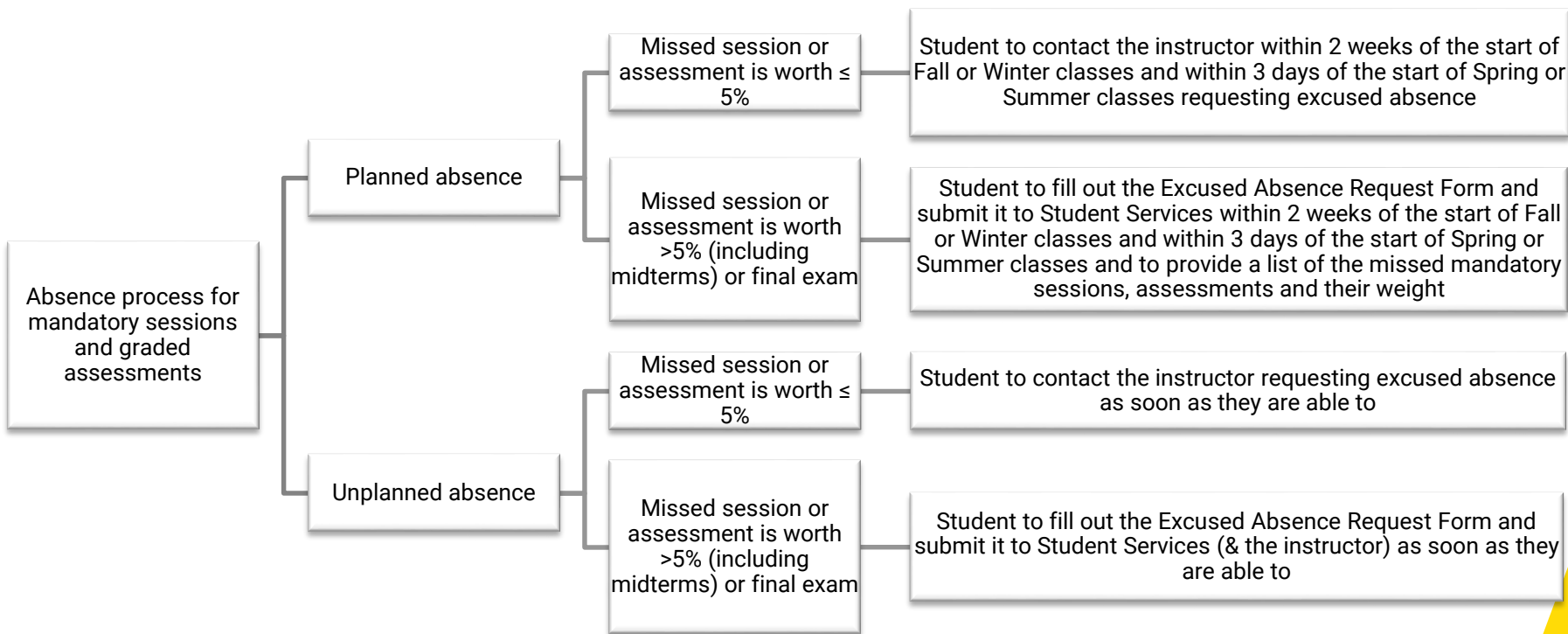


Absence Process



Absence Process

Notes:

- This flowchart outlines procedures for both planned and unplanned absences for mandatory sessions and graded assessments.
- Planned absences will only be considered if the request was submitted within 2 weeks of the start of Fall or Winter classes and within 3 days of the start of Spring or Summer classes.
- For final exams, once the absence is deemed justified and approved, the student will be notified of the deferred exam date.
- For all other assessments and missed mandatory sessions, the course instructor will communicate with the student regarding how they can make up for the missed activities (e.g. submission of alternate work for missed activities, midterm deferral etc.).
- Any student who applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour.

