

STUDENT REQUESTS FOR DEFERRED EXAMINATIONS, VOLUNTARY WITHDRAWALS, AND LATE VOLUNTARY WITHDRAWALS

BACKGROUND

Information to the University of Manitoba Community Regarding Student Requests for Deferred Examinations, Voluntary Withdrawals and Late Voluntary Withdrawals due to H1N1 Influenza
Fall Term 2009

Preamble

During the H1N1 pandemic, students who have symptoms of H1N1 influenza may be submitting special requests to Faculty/School offices. In most cases, these requests can be managed by using current University policies and regulations. However, the University of Manitoba Flu Pandemic Planning Committee has decided that special accommodations should be granted to staff and students in the case of H1N1 Influenza. One example of this is that student absences from classes due to H1N1 influenza symptoms do not normally require doctor verification or medical documentation. Please see the communication "H1N1 Influenza (Flu) and Instructors".

There are additional special requests that may be made by students who have symptoms of H1N1 influenza during the fall term of 2009. The University of Manitoba Flu Pandemic Committee recommends that Faculties and Schools adopt the following practices related to these requests.

Students are strongly advised to contact their Faculty/School advisor for assistance regarding what types of accommodations may be appropriate in view of whether their H1N1 illness is/was short term or for a prolonged period of time.

Deferred Examinations (December 2009 Examination Series)

- Students who have symptoms of H1N1 influenza and are ill are requested to NOT apply/appear in person to request a deferred Exam. Please contact the faculty office or an advisor by phone or email.
- Medical documentation is NOT required for requests for deferred examinations related to H1N1 influenza illness. This is an extraordinary situation and as such, deferrals will be granted on a 'one-time' and 'one-time only' basis.
- Requests for deferred examinations that are NOT related to H1N1 Influenza are governed by the current faculty processes and university regulations and therefore, medical or other supporting documentation is required in those instances.
- A written request for deferred examinations must be submitted within normal deadlines, to the Faculty/School office. The deadline to apply is January 12, 2010. The application deadline may be extended where circumstances warrant. Where available, an application form must be filled out and submitted according to the Faculty/School directives.
- The normal processes for scheduling deferred examinations may differ in different faculties. When a deferred examination is approved, normally it is scheduled within 30 working days from the end of the examination series. Students will be contacted about the date of the deferred exam and are encouraged to remain in contact with their Faculty/School office regarding the arrangements for the deferred examination(s).
- It is recommended that all deferred examinations due to H1N1 influenza be written prior to March 31, 2010. In cases where deferred examinations have not been written by this date, the Faculty/School may require the submission of medical documentation.
- Where the Fall Term course(s) in which the deferred examination has been approved is a prerequisite for a winter term course the student may be permitted to register and proceed in the winter term

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course on a conditional basis pending a passing or required final grade. Departmental approval may be required where circumstances warrant.

- Additional general information about deferred examinations is contained in section 4.2.5 Deferred Examinations in the 2009/10 Undergraduate and Graduate Calendars.

Voluntary Withdrawals from Courses in the 2009 Fall Term due to H1N1 Influenza

- The voluntary withdrawal deadline from the Fall Term was November 18, 2009. Students with H1N1 influenza who have withdrawn voluntarily from a course(s) are eligible to receive an authorized withdrawal subject to the submission of medical documentation to the Faculty/School of registration.
- The student should apply in writing to the Faculty/School office for an authorized withdrawal and attach the medical documentation. This written request may also include a request for a refund of fees. To assist students in making a decision about authorized withdrawals, the Registrar's Office can provide a preliminary assessment of the amount of the fee refund to the staff representative from the Faculty/School office. To complete the process of the fee refund application, a copy of the request and medical documentation will be forwarded by the Faculty/School to the Registrar's Office. Students can also request assistance with this submission from the Student Advocacy office at 519 University Centre (474 7423).

Late Voluntary Withdrawals from Courses in the 2009 Fall Term due to H1N1 Influenza

- Voluntary withdrawals from Fall term course(s) after November 18, 2009 shall be permitted for students who have been absent for a prolonged period due to H1N1 influenza. Students who have late voluntary withdrawals are eligible to receive an authorized withdrawal(s) subject to the submission of medical documentation to the faculty of registration.
- The student should apply in writing to the Faculty/School office for an authorized withdrawal and attach the medical documentation. This written request may also include a request for a refund of fees. To assist students in making a decision about authorized withdrawals, the Registrar's Office can provide a preliminary assessment of the amount of the fee refund to the staff representative from the Faculty/School office. To complete the process of the fee refund application a copy of the request and medical documentation will be forwarded by the Faculty/School to the Registrar's Office. Students can also request assistance with this submission from the Student Advocacy office at 519 University Centre (474 7423).