

Asper School of Business
Debarment Guidelines

A. University Policy:

1. University regulations state: “**Attendance at Class and Debarment:** Regular attendance is expected of all students in all courses.

An instructor may initiate procedures to debar a student from attending classes and from final examinations and/or from receiving credit where unexcused absences exceed those permitted by the faculty or school regulations.

A student may be debarred from class, laboratories, and examinations by action of the dean/director for persistent non-attendance, failure to produce assignments to the satisfaction of the instructor, and/or unsafe clinical practice or practicum. Students so debarred will have failed that course.”

2. Professors who teach courses in the *Asper School of Business* may initiate debarment procedures through the *Undergraduate Program Office* in the above circumstances if the following conditions are satisfied:
 - i) If debarment is to be based on non-attendance, the course outline must clearly indicate the extent to which unexcused absences will be permitted (for example – “A student may not miss more than three classes unless excused by the Professor. Otherwise debarment procedures may be initiated and a failing grade assigned”).
 - ii) If debarment is to be based on failure to produce *all coursework (excluding the final exam)* to the satisfaction of the instructor, the course outline must include a statement of the practice to be followed. The student must be in violation of that practice for debarment procedures to be initiated (for example – “marks deducted if submitted late – not accepted if more than 3 days late and subject to possible debarment”).

B. Asper Guidelines and Procedures:

1. A professor may initiate debarment procedures by substantiated request to the *Undergraduate Program Office*.
2. The *Undergraduate Program Office* will advise the student in writing that he/she has seven business days from the date of letter from the Undergraduate Program Office to make satisfactory arrangements with the professor regarding attendance and/or to complete term work requirements. Failure to do so will result in debarment. The student may opt to voluntarily withdraw from the course if the deadline to do so has not passed. A copy of the letter will be sent to the professor.
3. The *Undergraduate Program Office* will contact the professor at the expiration of the seven working day period of notification to the student. If debarment is appropriate, a letter will be sent to the student and copied to the professor to confirm debarment has occurred and a final grade of “**F**” assigned.

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