

## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>Self-Declaration for Brief and Temporary Student Absences</b>
<b>Parent Policy:</b>	Brief and Temporary Student Absences
<b>Effective Date:</b>	September 1, 2022
<b>Revised Date:</b>	
<b>Review Date:</b>	September 1, 2032
<b>Approving Body:</b>	Senate
<b>Authority:</b>	<i>University of Manitoba Act, section 34(1)</i>
<b>Responsible Executive Officer:</b>	Provost and Vice-President Academic
<b>Delegate: (If applicable)</b>	Vice-Provost (Students)
<b>Contact:</b>	Executive Director, Student Support
<b>Application:</b>	Students, Academic Staff and Academic Advisors

### Part I Reason for Procedure

- 1.1 To create fairness and consistency across courses, Programs, Departments, and Faculties when considering arrangements for academic work when students are temporarily unable to meet obligations on a particular date or by a given deadline, due to Extenuating Circumstances.
- (a) Establish the use of a “Self-Declaration Form for Brief or Temporary Absence” for students to submit when requesting academic consideration due to a brief or temporary absence affecting their academic obligations.
    - (i) Identify key responsibilities for students and for university staff and faculty members to implement the Policy and these Procedures.

## Part II Procedural Content

### Definitions

2.1 The following terms are defined for the purpose of the Policy and this Procedure:

- (a) **Bona Fide Academic Requirements (BFARs):** are the core academic requirements a graduate student must acquire in order to gain, and demonstrate acquisition of, essential knowledge and skills.
- (b) **Extenuating Circumstances:** a situation outside of a student's control such as a medical event or condition, that temporarily affects their ability to fulfill their academic obligations and requirements. A scheduled vacation or holiday is not an extenuating circumstance.
  - (i) **Other brief and temporary circumstances may include:** Religious Observance, or participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event. Students are recommended to consult with their Program/Faculty/College for approved events.
- (c) **Good Faith:** means acting under an honest belief or purpose, engaging in a faithful performance of responsibilities, with an absence of fraudulent intent. University community members must not lie or otherwise knowingly mislead each other about matters directly linked to this Policy and Procedure.
- (d) **University:** means The University of Manitoba.

### Implementation and Responsibilities

2.2 Responsibilities of Students:

- (a) For Term Work, notify the instructor as soon as possible (or according to timelines listed in the course outline or Faculty regulations for excused absences) but no later than 48 hours after the end of a brief or temporary absence, if due to extenuating circumstances you:
  - (i) will be absent;
  - (ii) were absent and must make up the time;
  - (iii) will be unable to complete any portion of the course work;
  - (iv) will be unable to complete course work on time; or
  - (v) were unable to submit course work on time.

- (b) For Final Exams scheduled during the official final exam period set by the Office of the Registrar and Enrollment Services, contact an academic advisor in your faculty of registration according to the [Deferred and Supplemental Exams Procedures](#).
- (c) Complete and submit a “Self-Declaration Form for Brief or Temporary Absence” to the appropriate staff/office. Although students can submit a medical document, this form is the recommended documentation for this process.
- (d) Submit additional documentation if requested.
- (e) Locate and familiarize yourself with the relevant course/placement/faculty procedures (e.g., course outline, faculty handbook, etc.).
- (f) Complete and submit academic work or write a deferred quiz/test as per the academic consideration granted (or in the case of a deferred final examination, write the exam at the scheduled date and time).

### 2.3 Responsibilities of University Staff and Faculty Members:

- (a) Familiarize themselves with this Policy and related procedures, as well as Departmental/Faculty/College/School policies and procedures.
- (b) Recognize the University’s Good Faith approach when responding to requests for academic consideration.
- (c) Accept documentation from students (e.g., Self-Declaration for Brief or Temporary Absence Form) and maintain in accordance with the University Records Management policy. Faculty members can consult with their Academic Unit if they have concerns regarding a student’s request.
- (d) Privacy and confidentiality are to be respected, protected and maintained throughout the academic consideration process. Students should not be required to disclose specific details to instructors regarding the circumstances resulting in their request for academic consideration.
- (e) Communicate and work with the student to determine appropriate academic considerations.
- (f) If needed, Faculty members may consult with Student Accessibility Services and/or Academic Units, for clarification on how to facilitate academic consideration arrangements.
- (g) Assure students experiencing extenuating circumstances that reasonable academic consideration will be implemented, as appropriate, while ensuring learning objectives, essential skills and ability requirements, and Bona Fide Academic Requirements are met.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President Academic that a formal review of this Procedure is required.
- 3.2 The Vice-Provost (Students) is responsible for the implementation, administration and review of this Procedure.
- 3.3 Students, Academic Advisors, and Academic Staff are responsible for complying with this Procedure.

### **Part IV Review**

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is [Click here to enter a date](#).
- 4.2 In the interim, this Procedure may be revised or repealed if:
  - (a) the Provost and Vice-President Academic or Senate deems it necessary or desirable to do so;
  - (b) the Procedure is no longer legislatively or statutorily compliant;
  - (c) the Procedure is now in conflict with another Governing Document; and/or
  - (d) the Parent Policy is revised or repealed.

### **Part V Effect on Previous Statements**

- 5.1 This Procedure supersedes all of the following:
  - (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (b) all previous Administration Governing Documents on the subject matter contained herein.

### **Part VI Cross References**

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) [Student Discipline By-Law](#)
- (b) [Deferred and Supplemental Examination Procedures](#)
- (c) [Accessibility Policy and Procedure](#)
- (d) [Authorized Withdrawal Policy](#) and Procedure
- (e) [Responsibilities of Academic Staff with Regard to Students](#) (ROASS)
- (f) [Records Management Policy](#)