

# SELF-DECLARATION FOR BRIEF AND TEMPORARY STUDENT ABSENCES POLICY AND PROCEDURE

## Self-Declaration for Brief and Temporary Student Absences Policy

### Reason for Policy

1.1 To allow students to provide a self-declaration form in lieu of a medical note (or other documentation) when a student is unable to complete a scheduled test, assignment or exam, due to a brief absence caused by Extenuating Circumstances.

1.2 To minimize costs to students and unnecessary use of public health resources for the purpose of obtaining a 'medical note'.

### Policy Content

#### DEFINITIONS

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

#### COMMITMENTS AND OBJECTIVES

2.2 The University recognizes that students may have Extenuating Circumstances that temporarily affect their ability to fulfill their academic obligations and requirements. Any academic arrangement offered to a student must not compromise the learning objectives, essential skills and abilities, or Bone Fide Academic Requirements of the course or program.

2.3 This policy only governs the process by which academic considerations are made, it does not change or over-ride academic

requirements as stated in course outlines, program policies, and University governing documents (e.g., ROASS).

2.4 The institutional response to requests for academic consideration due to Extenuating Circumstances is based on the principle of Good Faith. University staff and faculty members are to assume that student circumstances and documented requests are legitimate unless there is compelling evidence to suggest otherwise. Similarly, students are to assume that University staff and faculty members will provide academic considerations that they deem to be reasonable and in the best interest of the student, taking into account academic progress, essential skills and abilities, and Bona Fide Academic Requirements.

2.5 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.

2.6 The University is committed to responding to students in a fair and consistent manner; however, academic considerations may be individualized due to the nature of each student's specific circumstances, and differing program requirements.

2.7 Academic units may request further documentation in cases in which a student has made multiple requests for temporary absences. Medical documentation is required for longer term absences as required by the Authorized Withdrawal Policy and Procedure, faculty-specific Leaves of Absence policies (if applicable), or when requesting accommodations under the Accessibility Policy and Procedure.

2.8 The use of this Policy or its Procedures to provide false or misleading information constitutes academic misconduct and students will be subject to the University's Student Discipline By-Law.

### Accountability

3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President Academic that a formal review of this Policy is required.

3.2 The Vice-Provost (Students) is responsible for the implementation, administration and review of this Policy.

3.3 Students, Academic Advisors, and Academic Staff are responsible for complying with this Policy.

### Authority to Approve Procedures

4.1 The Provost and Vice-President Academic may approve Procedures, if applicable, which are secondary to and comply with this Policy

### Review

5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is [Click here to enter a date](#).

5.2 In the interim, this Policy may be revised or repealed if:

- (a) the Provost and Vice-President Academic or the Senate deems it necessary or desirable to do so;
- (b) the Policy is no longer legislatively or statutorily compliant; and/or
- (c) the Policy is now in conflict with another Governing Document

5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:

- (a) comply with the revised Policy; or
- (b) are in turn repealed.

## Effect on Previous Statements

6.1 This Policy 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.

## Cross References

7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) Student Discipline By-Law ([https://umanitoba.ca/admin/governance/governing\\_documents/students/student\\_discipline.html](https://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html))
- (b) Deferred and Supplemental Examination Procedures ([https://umanitoba.ca/admin/governance/media/Deferred\\_and\\_Supplemental\\_Examinations\\_Procedures\\_-\\_2013\\_11\\_25\\_RF.pdf](https://umanitoba.ca/admin/governance/media/Deferred_and_Supplemental_Examinations_Procedures_-_2013_11_25_RF.pdf))
- (c) Accessibility Policy and Procedure ([https://umanitoba.ca/admin/governance/governing\\_documents/students/accessibility.html](https://umanitoba.ca/admin/governance/governing_documents/students/accessibility.html))
- (d) Authorized Withdrawal Policy ([https://umanitoba.ca/admin/governance/governing\\_documents/academic/authorized\\_withdrawal.html](https://umanitoba.ca/admin/governance/governing_documents/academic/authorized_withdrawal.html)) and Procedure
- (e) Responsibilities of Academic Staff with Regard to Students (<https://umanitoba.ca/governance/governing-documents-students/#responsibilities-of-academic-staff-with-regard-to-students-roass>) (ROASS)
- (f) Records Management Policy ([https://umanitoba.ca/governance/sites/governance/files/2021-06/Records%20Management%20Policy%20-%202016\\_08\\_04.pdf](https://umanitoba.ca/governance/sites/governance/files/2021-06/Records%20Management%20Policy%20-%202016_08_04.pdf))

# Self-Declaration for Brief and Temporary Student Absences Procedure

## 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 ([https://umanitoba.ca/admin/governance/media/Deferred\\_and\\_Supplemental\\_Examinations\\_Procedures\\_-\\_2013\\_11\\_25\\_RF.pdf](https://umanitoba.ca/admin/governance/media/Deferred_and_Supplemental_Examinations_Procedures_-_2013_11_25_RF.pdf)) Supplemental Exams Procedures ([https://umanitoba.ca/admin/governance/media/Deferred\\_and\\_Supplemental\\_Examinations\\_Procedures\\_-\\_2013\\_11\\_25\\_RF.pdf](https://umanitoba.ca/admin/governance/media/Deferred_and_Supplemental_Examinations_Procedures_-_2013_11_25_RF.pdf)).
- (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).

(c) the Procedure is now in conflict with another Governing Document; and/or

(d) the Parent Policy is revised or repealed.

## Part V- Effects 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 ([https://umanitoba.ca/admin/governance/governing\\_documents/students/student\\_discipline.html](https://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html))

(b) Deferred and Supplemental Examination Procedures ([https://umanitoba.ca/admin/governance/media/Deferred\\_and\\_Supplemental\\_Examinations\\_Procedures\\_-\\_2013\\_11\\_25\\_RF.pdf](https://umanitoba.ca/admin/governance/media/Deferred_and_Supplemental_Examinations_Procedures_-_2013_11_25_RF.pdf))

(c) Accessibility Policy and Procedure ([https://umanitoba.ca/admin/governance/governing\\_documents/students/accessibility.html](https://umanitoba.ca/admin/governance/governing_documents/students/accessibility.html))

(d) Authorized Withdrawal Policy and Procedure ([https://umanitoba.ca/admin/governance/governing\\_documents/academic/authorized\\_withdrawal.html](https://umanitoba.ca/admin/governance/governing_documents/academic/authorized_withdrawal.html))

(e) Responsibilities of Academic Staff with Regard to Students (<https://umanitoba.ca/governance/governing-documents-students/#responsibilities-of-academic-staff-with-regard-to-students-roass>) (ROASS)

(f) Records Management Policy ([https://umanitoba.ca/governance/sites/governance/files/2021-06/Records%20Management%20Policy%20-%202016\\_08\\_04.pdf](https://umanitoba.ca/governance/sites/governance/files/2021-06/Records%20Management%20Policy%20-%202016_08_04.pdf))

### 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;