

Academic Council Policy

Pandemic Student Attendance Policy

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Description: Policy regarding student attendance and obligations in the event that a pandemic is declared at OCAD.

Approvals:

Recommendation of PPT Academic Planning Sub-committee: **August 18, 2009**

Approved by Academic Standards Committee: **August 20, 2009**

Approved by Academic Council: **August 31, 2009**

Date Effective: **September 2009**

Approval Authority: Academic Council

Signature: Archie Graham

Policy:

This policy provides direction to students regarding their absence from class due to influenza-like illness.

1. Student Responsibility to Help Prevent Spread of Illness

The first concern in a potential pandemic situation is to promote a healthy environment and reduce risk.

a) All students are expected and encouraged to stay home or at their place of residence if they are exhibiting symptoms of influenza-like illness. Symptoms include fever of 38 degrees Celsius (100 degrees Fahrenheit) or greater, chills, feeling very warm, flushed appearance and/or heavy perspiration. Students should not return to campus until at least 24 hours after their fever and signs of a fever have subsided. This should be determined in the absence of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen).

b) Students exhibiting symptoms of influenza-like illness who miss a class or a course-related deadline are responsible for immediately reporting their absence due to illness to their instructor.

2. Course obligations during declared Pandemic

If a pandemic has been formally declared at OCAD by the President of the university, but the university is still open and operational:

a) At the discretion of the course instructor, the policy of assigning fail grades to students with three or more unexcused absences may be waived.

b) Students may be granted an extension of the deadline for an incomplete grade. This will be determined on a case-by-case basis by the instructor, in consultation with the academic administration.

c) Extensions may be granted for missed dates and deadlines as listed on OCAD's website at http://www.ocad.ca/students/dates_deadlines_2009.htm. Such extensions will be determined on a case-by-case basis by the academic administration.

d) It is the responsibility of individual students to compensate for their absence from class. They must familiarize themselves with all material delivered in the missed classes.

e) In the case of illness, in lieu of attendance, students will be required to complete all requirements of the course, including make-up assignments, tests, critiques and exams, with the understanding that deadlines may be extended and/or alternative assignments considered.

3. University Closure due to Pandemic

If a pandemic has been formally declared at OCAD and the university is required to close, more elaborate measures will be taken. These will be communicated to students via email as they are implemented.