

a copy to the Department Chair, and should include the dates of the instructor's planned absence, the reasons for the instructor's absence, the alternative activities which will take

No final decision to dismiss may be taken without consultation with the Vice-President (Academic). Notice of dismissal from a course must be in writing.

Repeating Courses

Students require the permission of the Department Chair in order to register for a course already taken. Where the first course was completed with a passing grade, no further credit