
Heritage College Procedures #28 relating to Influenza A (H1N1)

Subject: Procedures relating to the management of missed tests and assignments due to reported flu-like symptoms.

Administrator: Academic Dean; Director of Student Services

Issuing Service: Academic Services

Coming into Force: October 27, 2009

Revised:

Purpose

The purpose of this document is to clarify the student and faculty obligations regarding absences due to a suspicion of Influenza A (H1N1).

Application

These procedures are for all students and faculty of Heritage College.

Procedures

1) Student Illness

- a. Students who have “flu-like” symptoms, including fever over 38⁰C (100.4⁰F), cough, sore throat, headache, significant fatigue, and muscle aches are advised to stay home for a period of at least seven (7) calendar days. Unless they are at risk for complications or have symptoms of complications, they need not see their doctor or go to their clinic. Therefore, doctors’ notes attesting to the nature and timing of their illness may not be available and are not necessary for the first week.
- b. Students who come to the College while having “flu-like” symptoms will be asked to go home.
- c. All students, from both the regular and the continuing education sectors, who are ill with suspected Influenza A (H1N1), must report their absence to Student Services by email to sservices@cegep-heritage.qc.ca , or by telephone at 819.778.2270, extension 1320. Additionally, students also **must** report their absences to their teachers *via* email.
- d. Once having reported their illness, students must not attend any classes or other college activities for a period of seven (7) calendar days.

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- e. If symptoms and absences extend beyond the seven (7) calendar day period, students will need to provide Student Services with medical documentation of illness from their doctors or clinics.

2) Makeup tests and Assignment Extensions

Students who have reported their illness according to the procedure described in Article 1c must be given an opportunity to make up missed tests and must be given deadline extensions for assignments required by the faculty involved.

If a student misses a test or assignment due to illness, but has **not** reported that illness through proper channels, that student may be denied make-up tests and extensions to assignment deadlines.

In disputed cases, students will have recourse to Mark Review Requests.

Roles and Responsibilities

1) Academic Dean

The Academic Dean is responsible to interpret Ministerial directives as they pertain to students and, in conjunction with the Director of Student Services, to revise the present Procedures as necessary.

2) Director of Student Services

The Director of Student Services is responsible to oversee the absence reporting and recording process. When called upon to do so, Student Services will report the names of students who are absent due to suspected Influenza A (H1N1) to the Director of Human Resources.

3) Director of Human Resources

The Director of Human Resources is responsible to the Ministry of Education, Leisure and Sports when called upon to do so to report absences of students and staff suspected to be suffering from Influenza A (H1N1).

4) Associate Academic Dean

The Associate Academic Dean is responsible to handle any disputes regarding grades given as a result of a student absence through the Mark Review process.

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5) Faculty

Faculty will accommodate students who have reported their absence due to suspected Influenza A (H1N1) by providing opportunities to make up tests missed and by extending deadlines for assignments. Faculty are also responsible to take attendance in class daily and keep records of all absences.

6) Students

Students will respect procedures outlined in the present document when they suspect that they have Influenza A (H1N1).

Revision

These procedures will be revised as Ministerial directives or internal reporting mechanisms change.