



POLICY MANUAL

TRAINING PROGRAM IN CHILD & ADOLESCENT PSYCHOANALYTIC PSYCHOTHERAPY

POLICY ON ATTENDANCE

1. General

Students are expected to attend all classes. It is the responsibility of the student to let the course instructor know if they are unable to attend a session and to make arrangements with the instructor to ensure they are up to date on readings and lectures, and complete makeup assignments as required.

2. Planned and Unplanned Absence

A minimum of 80% attendance is required. A maximum of 3 sessions can be missed per academic year. Any extenuating circumstances will be considered on an individual basis.

3. Leave of Absence

In the event a student needs to temporarily withdraw from the program, due to a medical situation, parental/maternity leave or family emergency, a request for a leave of absence must be submitted to the program coordinator in writing.

If the Leave of Absence is approved, the student will have the option to rejoin the program in a subsequent academic year. This option must be exercised within 3 years of the start date of the leave of absence.

Due to the structure of the program, all leave of absence timeframes must run a full academic year; no mid-year re-entry options can be considered.

4. Year End Exam

If a candidate fails to attend an exam as a result of sickness, a medical note is required to substantiate the absence and the candidate can take the exam at a later date (please refer to *Grading Policies* for details on the repeat exam process).

If a candidate fails to attend an exam and cannot substantiate their absence, the candidate will need to proceed through the appeals process.