

# SEMINARY COURSE REINSTATEMENT

This policy is the responsibility of the Registrar and was approved by Faculty Senate. This policy was revised by the Seminary Team on February 22, 2019.

## POLICY OVERVIEW

This policy details how a Seminary student can reinstate an incomplete course.

## PRINCIPLES

The principles of natural justice, clarity and transparency undergird this policy.

## SCOPE

This policy applies to all Seminary students.

## POLICY STATEMENT

A student may request to reinstate a course that was not completed due to extenuating circumstances (e.g., death in the family, extended illness, tragedy), through [Academic Services](#). If approved, a fee of 50 per cent of the current tuition will be charged for reinstatement. A reinstated course must be completed within two months, as per the *Assignment Submission* policy outlined below. The student may be required to purchase current course materials as applicable. A course may be reinstated only once and within two years after the first attempt.

## APPENDIX A

|                                |   |
|--------------------------------|---|
| Related Forms/Policies         |   |
| Where is this policy published | Seminary Academic Calendar<br>( <a href="https://www.briercrestseminary.ca/academics/calendar/">https://www.briercrestseminary.ca/academics/calendar/</a> ) |
| Contact Information            | Registrar   |