

Policies and procedures

Version 6

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Absences

In accordance with the Seneca's [Attendance/Absenteeism/Accommodation Policy and Procedures](#), all employees are required to follow procedures with respect to reporting absences and providing medical certification when absent as a result of illness, injuries and other circumstances that may cause them to miss work.

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Unless the campus/College is officially closed, employees are required to be at work. Employees absent from work due to weather conditions will be required to utilize a vacation day, lieu day or a leave of absence without pay. If you are absent from work, please contact your supervisor directly. Please take a moment to review the College's [procedures](#) in the event of closing due to severe weather conditions or other situations.

Academic appeals

Students have the right to appeal academic decisions of the College. The procedures for informal and formal appeals are outlined in the [Academic Appeal Policy](#).

Copyright

Copyright means the sole right to produce, reproduce, and copy work in which copyright subsists. This includes books, articles, textbooks, and other original creative works such as photographs, and text, graphics, images, sound video, and games from the Internet. It is illegal to reproduce and/or distribute copyrighted materials without the express written permission of the author. For resources pertaining to issues of copyright and potential penalties, please consult the [Copyright Policy](#).

Students with accommodations

The [Counselling and Accessibility Services](#) department offers support for current students trying to manage the complexities of college life. Students are seen on a voluntary basis. Counselling and Accessibility Services can help students fulfill their personal and academic

potential through individual and/or group supports. If a student has been formally identified as requiring academic accommodations, Counselling and Accessibility Services will electronically provide the academic accommodation plan to the appropriate instructor, Chair or designate, as well as, the Test Centre.

Quick links

- [Academic Honesty](#)
- [Academic Plan](#)
- [Emergency Response Guide](#)
- [Financial Aid and Awards](#)
- [Policies](#)
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- [Student Conduct Office](#)

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