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|  | **Terms:** * Transfers are only permitted on a case by case basis and only for medical or extenuating personal reasons

Transfers to make-up missed classes only applies for program longer than 4 days Why: Cost of completing the transfer – HLLN staff time* Transfers must be to same learning format only (online to online, in-person to in-person)
* Transfers for makeups of one or two sessions can exceed enrollment limit of the future session – this is done case by case – registration desk must approve. Availability is subject to go no go. Students could be removed from makeup session at discretion of HLLN (HLLN to use care when removing students re: timeframe and circumstances)
* All transfers are subject to enrolment timeframe policy and transfer fee policy

**Definitions** * **Full on campus day = 7.5 hours**
* **A Session is equivalent to a max of 3 hours live online learning**
* **Two (2) sessions are equivalent to one full day at 7.5 hours**
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|  | **Criteria for completion** |
|  | **Attend all sessions** | **Attend all session; complete ALP** | **Attend all sessions; complete assessments (in some cases, an ALP is also included)** |
| Programs/Courses | MI, WC (all), Pat Nav, IV Infusion (both), HC (both), Cultural Safety, Peer Health,  |  | MI simulation lab |
|  | **Absence Threshold** |
| Courses =<4 full days | Student is absent for more than the equivalent of one session (this is up to 3 hours) missed. Anything less, no action is required. Options: * Before program start, switch to another program session
* Return and pay for program again
* Complete the program - No certificate of completion
 | Student is absent for more than the equivalent of one session (this is up to 3 hours) missed. Anything less, no action is required. Note: ALP must be completed to receive Certificate of Completion (use discretion to investigate the situation case by case with the course director)Options: * Before program start, switch to another program session
* Return and pay for program again
* Complete the program - No certificate of completion
 | Student is absent for more than the equivalent of one session (this is up to 3 hours) missed. Anything less, no action is required. Students must complete the assessments to receive the Certificate of Completion (and the ALP too if applicable)Options:* Return for missed session – fee will apply
* Transfer to another session – fee will apply
* Complete the program without a certificate of completion

If the Assessments are missed* For skills assessments on the last day of the course – No option to come back and take them – no certificate of completion
* Final assessment for professional Certificates – return to do the assessment - fee may apply
* Complete the program - No certificate of completion

If the ALP is missed* Return for missed session – fee will apply
* Complete the program without a certificate of completion
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| Courses/Programs |  | DOCCL, Clinical Leadership, Program Evaluation, PH&S, Decision Support | Cancer Coach |
| **Absence Threshold** |
| Programs > 4 full days | Student is absent for the equivalent of one full day (7.5 hours) missed. Anything less, no action is required. Options:* Return for missed session – fee will apply
* Transfer to another session – fee will apply
* Complete the program without a certificate of completion
 | Student is absent for the equivalent of one full day (7.5 hours) missed. Anything less, no action is requiredStudents must complete the ALP to receive the Certificate of Completion (use discretion to investigate the situation case by case with the course director)Options:* Return for missed session – fee will apply
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