

## **Academic Departmental Policies**

### **PROCEDURES**

At the beginning of the academic year, all students are informed of all academic policies, including academic departmental procedures.

1. When a department requires an exception to an existing College policy, the request must be presented to the Academic Affairs Committee.
2. Academic Affairs Committee will make a decision. This decision is final.
3. Any student registered with a specific program will be expected to be aware of any academic departmental policies affiliated with that program.
4. Program Handbooks/Manuals outline academic departmental policies and procedures are available by each department.
5. Program Handbooks/Manuals are updated yearly by faculty and program coordinators.
6. Pures College academic policies and procedures are available on:

[www.pures.ca](http://www.pures.ca)