



NOVA SCOTIA BARRISTERS' SOCIETY

SKILLS COURSE

POLICY REGARDING THE GRANTING OF EXTENSIONS AND ABSENCES DURING THE SKILLS COURSE

Preamble

The purpose of this policy is to set out criteria and considerations to assist in the making of decisions when requests for extensions or absences are received.

1. Granting of Extensions in the In-Person or Online Skills Course

- 1.1** In order for a request for an extension to be considered, the request must be made in accordance with section 1.1.2 Request for Extension during Online Course or section 2.1.2 Request for Extension during In-Person Course of the Policy regarding Completion of Assignments and Evaluations in the Skills Course. Failure to make the request in accordance with these sections will result in a denial of an extension request.
- 1.2** Requests for extensions will be reviewed on a case-by-case basis, taking into consideration the following:
 - a. reason for the request,
 - b. amount of additional time requested,
 - c. type of assignment or evaluation,
 - d. course schedule,
 - e. time scheduled for marking, and
 - f. such other circumstances as may be appropriate.
- 1.3** After a review of the considerations set out in section 1.2, the Director, Education & Credentials may request documentation to support the extension.
- 1.4** Following review and receipt of all required documentation the Director, Education & Credentials then shall decide one of the following:
 - a. grant the extension as requested,
 - b. grant the extension with modifications,
 - c. grant the extension with conditions, or
 - d. deny the request.
- 1.5** Unless a review of the consideration dictates otherwise, if an extension is granted the minimum time for the extension will be two days. For example, if a clerk experienced the death of a family member and needed to travel, more than two days would be provided for an extension.

2. Granting of Absences from the In-Person Skills Course

- 2.1** Any clerk intending to be absent from any portion of the In-Person Skills Course must request permission from the Director, Education & Credentials promptly. Examples of appropriate reasons to be absent include but are not limited to illness, death of a family member, or specialist appointments.

- 2.2** Requests for absences will be reviewed on a case-by-case basis, taking into consideration the following:
- a. the mandatory attendance requirement set by regulation 3.5.6(b),
 - b. the ability of the clerk to use their selection of In-Person Course dates or the course schedule to avoid the absence,
 - c. the reason for the request,
 - d. the amount of time requested,
 - e. the portion of the In-Person Skills Course being missed,
 - f. such other circumstances as may be appropriate
- 2.3** After a review of the considerations set out in section 2.2, the Director, Education & Credentials may request documentation to support the absence.
- 2.4** Following review and receipt of all required documentation the Director, Education & Credentials then shall decide one of the following:
- e. grant the absence as requested,
 - f. grant the absence with modifications,
 - g. grant the absence with conditions, or
 - h. deny the request.

Approved by the Credentials Committee – February 23, 2017