

 <b>ASSINIBOINE COMMUNITY COLLEGE</b>	# Pages	Number Also refer to policy F30 for fee schedule
	1 of 1	A10
<b>Policies and Procedures</b>	Originator Vice-President, Academic	
Title <b>Maintaining Active Student Status</b>	Effective Date July 1, 2001	Replaces A10 – Approved Absences

**Purpose:**

To outline the conditions and procedures for completing an Assiniboine program of studies within the allotted period of time.

**Policy:**

As noted in Policy A8 Student Evaluation and Progression, students are normally required to complete their program of study within five years. During this period, students must remain active in their program, as defined in below.

**Procedure:**

1. In order to remain active in a program, a student must register for and complete (successfully or unsuccessfully) at least one course per academic year. (Unless approved by the Dean/Director, registration in a continuing education course does not qualify a student to remain active in a program.)
2. If a student does not register for a course within an academic year, that student will be considered inactive.
3. If an inactive student wishes to register for courses, he/she must re-apply and pay an application fee, according to the regulations laid out in Policy A17 Application and Admission to College Base Budget Programs. **This student will then be required to comply with the requirements for graduation for the program according to the new (later) date of admission.**

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Date

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President