



UNIVERSITY OF LAGOS
DISTANCE LEARNING INSTITUTE
MANUAL OF STUDENTS' ACADEMIC MATTERS

1. INTER/INTRA DEPARTMENTAL TRANSFER

Procedure:

- i. Online advertisement opens from the end of Residential Programme to the beginning of New Session.
- ii. Eligibility and permissible programmes come up with the advertisement.
- iii. Transfer Forms are online at approved fee.
- iv. Student's profile must be attached to the completed form and must be submitted to the Office of the Institute Secretary.
- v. Eligible Applicant:
 - a. Must have completed year two (2) of the programme of admission.
 - b. Must have a CGPA of not less than one (1.00) at the end of the session, Year 2.
 - c. Must have relevant WAEC/NECO O'Level results.
 - d. Application form must have been approved by Head of Department of current and aspiring Department.
- vi. All applications for transfer would be approved by the Director.
- vii. Successful applicants and all stakeholders are duly informed officially.

2. DEFERMENT, LEAVE OF ABSENCE, AND MEDICAL/SICK LEAVE

A. Leave of Absence (LoA)

It is a request made before registration.

- i. Students who are **unable** to register for a particular session are eligible to apply for Leave of Absence (LoA).

B. Deferment

It is a request made after registration, before residential examination (provided docket has not been generated). It is important to note that:

- i. Fully registered students are eligible to apply for deferment.
- ii. **Retroactive Leave of Absence and Deferment** are not allowed.
- iii. Results of students are processed as ABSENT at the end of Session if they are not registered.
- iv. Request should be made through the Course Adviser, through the Head of Department to the Institute Secretary.

Procedure:

- i. The decision is conveyed to the concerned student through the Institute Secretary's office and all relevant officers are copied.

C. Re-absorption of Students after Deferment/Leave of Absence and Withdrawal due to absence

Re-absorption is a request considered only for the current session. Students are said to be re-absorbed at the expiration of period of deferment, leave of absence and re-instatement of studentship by Senate following withdrawal due to three to six sessions absence.

Procedure:

- i. Student **MUST** write to notify the Institute Secretary on return from deferment and leave of absence.
- ii. Request for re-absorption after withdrawal due to three (3) to six (6) Sessions absence must attached the deferment or leave of absence approval letter by the Institute.
- iii. The decision is conveyed to the concerned student through the Institute office and all relevant officers are copied.
- iv. The maximum number of sessions approved by Senate to be eligible for re-absorption is six (6) sessions.
- v. Students withdrawn due to poor academic performance are not eligible for re-absorption.

D. Medical/Sick Leave

Absence from examination due to medical reason should be processed through the Director of Medical Services for endorsed medical report.

Procedure:

- i. A student seeking medical or sick leave will submit an application letter along with one medical report endorsed by the Director of Medical Services through the Institute to Academic Affairs.