

ACADEMIC COUNCIL REPORT

ACTION REQUESTED:

- Recommendation
- Decision
- Discussion/Direction
- Information

DATE: September 26, 2023

FROM: Graduate Studies Committee & Undergraduate Studies Committee

SUBJECT: Revised Procedures for Consideration of Missed In-Term Course Work and Examinations

COMMITTEE MANDATE:

- Under the Policy Framework, Policy Owners must present draft policy instruments to the approval authority for approval.
- The Graduate Studies Committee (GSC) and Undergraduate Studies Committee (USC) each have a mandate of maintaining the academic standards set by Academic Council and to serve as deliberative bodies for academic policy instruments and have delegated authority under the Terms of Reference to approve Procedures, Directives, and Guidelines.
- The Office of the Registrar is presented the following revised Procedures to the GSC and USC for approval at a special joint meeting on September 19, 2023.

BACKGROUND/CONTEXT & RATIONALE:

- In 2020, as an emergency response to the COVID-19 pandemic, senior leadership temporarily approved the discontinuation of a medical note requirement for missed in-term course work and examinations. This was done to reduce the burden that requests for medical notes can place on the medical system. SAT agreed to uphold these emergency measures for the duration of the 2022-23 academic year.
- Based on two academic years of data, it was clear that discontinuation of this requirement had not resulted in a material increase in medical deferral requests.
- Permanent amendments to the Procedures were proposed and reviewed by GSC and USC in the spring of 2023 after online consultation was completed.
- Revisions were made based on feedback received, including:
 - 6.1(d): stipulation that consideration without supporting documentation will be provided a maximum of once per academic term based on a student's attestation. A single attestation can cover a range of dates, up to a maximum of 3 working days.

- 6.3: clarification that students are bound by the university's academic conduct policy whereby any misrepresentation of facts could result in academic sanctions including, but not limited to, suspension or permanent dismissal from the university.
- 7.1(b), 7.2(b), 7.3(b), 8.1(a), 8.2(a), 8.4(a), 9.1(a), 9.2(a), and 9.4(a): added instructions that course instructors must be contacted in writing in addition to notifying the faculty office via the appropriate Academic Consideration Form.
- 7.1(a), 7.1(b), 7.2(a), 7.2(b), 7.3(a), 7.3(b): Updated proposed threshold for a formal request via an Academic Consideration Form from 15% to 20% (25% threshold in the current approved policy).
- 7.2(d), 7.3(d), 8.2(c), 8.3(c), 8.4(c), 9.2(d), 9.3(e), 9.4(d): clarification that consideration without supporting documentation will be provided once per academic term based on a student's attestation for a maximum of three working days.
- 8.3(a), 9.3(a): added instructions that an instructor/invigilator must be notified of the significant physical or psychological event or illness prior to the student departing the in-term or final examination. Failure to do so will result in no academic consideration being provided.
- After being approved by USC on May 16th, the Procedures went to GSC for approval on May 23rd where they were approved in-principle with a further amendment. Specifically, GSC requested to add the word 'normally' to the sections 8.3(a) and 9.3(a) of the Procedures. This recognizes that certain circumstances may necessitate making exceptions. As the GSC amendment was not reviewed and approved by USC, a joint meeting was called to discuss and come to a resolution.
- In addition to the above noted change, the Office of the Registrar wished to revisit sections 9.2(d), 9.3(e), and 9.4(d) of the Procedures. It was originally approved that a personal attestation would only apply to one examination. Upon further consideration, it was determined that this is not reasonable in practice, as circumstances arise where a student will have multiple examinations scheduled on the same day. As such, it was proposed that the language be amended to reflect that an attestation will apply to all examinations scheduled on a single day within the examination period. Requests for consideration covering multiple days will require the appropriate documentation to be presented.

RESOURCES REQUIRED:

- No resources required.

CONSULTATION AND APPROVAL:

- ✓ Administrative Leadership Team (February 14, 2023)
 - ✓ Online Consultation (February 20, 2023 – March 3, 2023)
 - ✓ Undergraduate Studies Committee Consultation (March 21, 2023)
 - ✓ Graduate Studies Committee Consultation (April 25, 2023)
 - ✓ Undergraduate Studies Committee Review (May 16, 2023)
 - ✓ Graduate Studies Committee Review (May 23, 2023)
 - ✓ Joint USC and GSC Approval (September 19, 2023)
 - Academic Council for information: September 26, 2023
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SUPPORTING REFERENCE MATERIALS:

- ACD 1506.01 Procedures for Consideration of Missed In-Term Course Work (Tracked Changes)
- ACD 1506.01 Procedures for Consideration of Missed In-Term Course Work (Clean Copy)



Classification Number	ACD 1506.01
Parent Policy	Final Examination Policy Examination and Grading Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	June 23, 2020 DRAFT FOR APPROVAL
Review Date	September January 2023
Supersedes	June 23, 2020 ; Editorial Amendments, February 18, 2020; January 17, 2017; Undergraduate Academic Calendar, Section 5.25, June 2015 University Scheduling Guidelines and Protocols, Section 2, May 2012

PROCEDURES FOR CONSIDERATION OF MISSED IN-TERM COURSE WORK AND EXAMINATIONS

PURPOSE

1. The purpose of these Procedures is to ensure the consistent administration of requests to make up for missed in-term course work and examinations.

DEFINITIONS

2. For the purposes of these Procedures the following definitions apply:

~~“Deferred Examination” means an Examination written outside of the originally scheduled day and/or time.~~

~~2.~~ ~~“Duly Licensed Practitioner” means a health care professional who is able to diagnose, prescribe and administer treatment within the scope of their license.~~

“Examination” means a form of testing intended to assess the level of students’ knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations.

~~“Deferred Examination” means an Examination written outside of the originally scheduled day and/or time.~~

“Final Examination Period” means the period of calendar days stated in the Academic Calendar that is set aside in each Semester and/or Session for the administration of Final Examinations.

“Final Examination” means an Examination scheduled during the Final Examination Period.

“In-term Course Work” means any course work assigned during the Semester or Session.

“In-term Examinations” means an Examination held during a Semester or Session.

“Other Acceptable Authority” means other professionals outside of the healthcare field including social worker, counsellor, funeral director, or legal professional.

“Semester” means sixty days of lectures and a Final Examination Period.

“Session” means a period of approximately six consecutive weeks in the Summer Semester consisting of 30 days of lectures and a Final Examination Period. The first half of Summer Semester is designated as Spring Session; the second half is designated as Summer Session.

“Supporting Documentation” means any documentation issued by a duly licensed practitioner or other acceptable authority which summarizes an individual’s extenuating circumstances and their impact on the individual’s academic performance. This includes: a medical/professional note, obituary, death certificate, an accident report, police report, or court order.

SCOPE AND AUTHORITY

3. These Procedures apply to the request for consideration of all missed In-term Course Work and Examinations.
4. These Procedures do not apply to PhD-doctoral candidacy exams, nor master’s and doctoral thesis defense examinations. For more information regarding these types of examinations, please refer to the University’s policy library, Graduate Academic Calendar.
5. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

Commented [AW1]: Language change to reflect introduction of EDD degree.

PROCEDURE

6. Submitting a Request for ConsiderationGeneral
 - 6.1. ~~In order to~~To be considered for approval to make up missed In-term Course Work or an Examination, students must make a request that is:
 - a) Based on one of the acceptable grounds set out in the Examination and Grading Policy;
 - ~~b) In adherence to the specific procedures associated with each of the identified grounds for consideration and assessment type.~~
 - ~~b) In writing, to the Faculty Office responsible for the administration of the course;~~
 - c) Within the specified, allowable timeframe. Note that timeframes vary depending on the grounds on which consideration is being sought; and
 - ~~d) On the appropriate form, where applicable; and~~
 - g) Accompanied by the required supporting documentation. - Consideration without supporting documentation will be provided a maximum of once per academic term based on a student’s attestation. A single attestation can cover a range of dates, up to a maximum of three working days.

encompassing multiple evaluations and courses. Subsequent requests will require submission of the appropriate supporting documentation. Notwithstanding the above terms, a student's attestation will only apply to a single day within the final examination period. Students seeking consideration for multiple days during the final examination period are required to submit the appropriate supporting documentation.

e) —

6.2. A course instructor or Faculty Office faculty representative, upon receiving a request, may request additional documentation as needed to support the request and/or make a decision.

6.3. Students are bound by the university's academic conduct policy whereby any misrepresentation of facts could result in academic sanctions including, but not limited to, suspension or permanent dismissal from the university.

6.4. Students whose requests for consideration are approved are not exempted from completing long-term, multi-day projects that are in excess of the consideration period, nor does it exempt a group from submitting joint coursework within the required timeframe.

6.2.

7. Religious Observance In-term Course Work:

7.1. In-term Course Work Religious Observance: In order to To request consideration for missed In-term Course Work on the grounds of a religious observance, the request must be submitted:

a) To the course instructor in writing when missed coursework is worth 20 per cent or less of a student's final grade; or ~~and~~

a)b) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing when the missed coursework is worth more than 20 per cent of a student's final grade; and

b)c) As soon as possible in advance and no later than seven working days prior to the submission deadline of the In-term Course Work.

7.2. Debilitating Physical or Psychological Illness or Event Examination: In order to To request consideration to make up for missed In-term Course Work on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance, the request must be submitted: request consideration for a missed Examination on the grounds of a religious observance, the request must be submitted:

a) To the course instructor in writing when missed coursework is worth 20 per cent or less of a student's final grade; or

b) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing when

- the missed coursework is worth more than 20 per cent of a student's final grade; and
- c) Within three working days of missing the submission deadline of the In-term Course Work; and
- a) Consideration without supporting documentation will be provided once per academic term based on a student's attestation for a maximum of three working days. Subsequent requests for consideration must be accompanied by supporting documentation from a duly licensed practitioner dated no later than 24 hours after the submission deadline of the in-term course work. Using the Application for Deferred Final Examinations for Religious Observances Form; and
- b) As soon as possible in advance and no later than 15 working days prior to:
 - The original scheduled date of the Examination(s) for In-term Examination conflicts; or
 - d) The first day of the Examination Period for Final Examination conflicts.

7.3. Family Emergency or Compelling Personal Reasons: In order to request consideration to make up for missed In-term Course Work on the grounds of a severe family emergency or other compelling personal grounds, the request must be submitted:

- a) To the course instructor in writing when missed coursework is worth 20 per cent or less of a student's final grade; or
- b) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing when the missed coursework is worth more than 20 per cent of a student's final grade; and
- c) Within three working days of missing the submission deadline of the In-term Course Work; and
- d) Consideration without supporting documentation will be provided once per academic term based on a student's attestation for a maximum of three working days. Subsequent requests for consideration must be accompanied by supporting documentation from a duly licensed practitioner or other acceptable authority dated no later than 24 hours after the submission deadline of the in-term course work.

8. Debilitating Physical or Psychological Illness or Event In-term Examinations:

8.1. Religious Observance In-term Course Work: In order to request consideration to make up for missed In-term Course Work on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance, the request must be submitted. To request consideration for a missed in-term examination on the grounds of a religious observance, the request must be submitted.:

- a) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing; and
- a)b) To the course instructor in writing. As soon as possible in advance and no later than 15 working days prior to the original scheduled date of the in-term examination.

~~b) Within three working days of missing the submission deadline of the In-term Course Work; and~~

~~c) With a Medical Statement Form that is:~~

~~• Completed and signed by a duly licensed practitioner; and~~

~~• Dated no later than 24 hours after the submission deadline of the In-term Course Work.~~

8.2. Debilitating Physical or Psychological Illness or Event Examination: ~~In order to~~To request consideration to make up for a missed ~~in-term -e~~ Examination on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance, the request must be submitted:

~~a) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing; and~~

~~b) Using the Application for Deferred Final Examinations Form; Submitted no later than three working days after the scheduled examination date.~~

~~c) Consideration without supporting documentation will be provided once per academic term based on a student's attestation for a maximum of three working days. Subsequent requests for consideration must be accompanied by supporting documentation from a duly licensed practitioner dated no later than 24 hours after the examination.~~

~~b) —~~

~~e) Within three working days of the scheduled Examination date; and~~

~~d) With a Medical Statement Form that is:~~

~~• Completed and signed by a duly licensed practitioner; and~~

~~• Dated no later than 24 hours after the scheduled Examination date~~

8.3. Attending an Examination While Incapacitated or Falling Ill During an Examination:

~~In order to~~To request consideration on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance after attending an Examination while incapacitated, or after falling ill during an Examination, the student must:

~~a) Immediately notify their instructor or invigilator of the significant physical or psychological event or illness prior to departing the exam. Failure to do so will result in no academic consideration being provided.~~

~~b) Submit a request to the Faculty Office via the appropriate Academic Consideration Form no later than three working days after the scheduled examination date.~~

~~c) Consideration without supporting documentation will be provided once per academic term based on a student's attestation for a maximum of three working days. Subsequent requests for consideration must be accompanied by supporting documentation from a duly licensed practitioner dated no later than 24 hours after the examination.~~

8.4. Family Emergency or Compelling Personal Reasons:

In order to request consideration to make up for missed in-term examination on the grounds of a severe family emergency or other compelling personal grounds, the request must be submitted:

- a) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing; and
- b) Submitted no later than three working days after the scheduled examination date.
- c) Consideration without supporting documentation will be provided once per academic term based on a student's attestation for a maximum of three working days. Subsequent requests for consideration must be accompanied by supporting documentation from a duly licensed practitioner or other acceptable authority dated no later than 24 hours after the examination.

9. Final Examinations:

9.1. Religious Observance: To request consideration for a missed final examination on the grounds of a religious observance, the request must be submitted:

- a) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing; and
- b) To the Office of the Registrar via a Request for an Examination Deferral Form; and
- c) As soon as possible in advance and no later than 15 working days prior to the first day of the Examination Period.

9.2. Debilitating Physical or Psychological Illness or Event: To request consideration to make up for a missed final examination on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance, the request must be submitted:

- a) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing; and
- b) To the Office of the Registrar via a Request for an Examination Deferral Form; and
- c) Submitted no later than three working days after the scheduled examination date.
- d) Consideration without supporting documentation will be provided once per academic term based on a student's attestation and **will only apply to a single day within the final examination period. Students seeking consideration for multiple days during the final examination period are required** to submit the appropriate supporting documentation from a duly licensed practitioner dated no later than 24 hours after the examination.

9.3. Attending an Examination While Incapacitated or Falling Ill During an Examination: To request consideration on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance after attending an Examination while incapacitated, or after falling ill during an Examination, the student must:

- a) **Students** notify their instructor or invigilator of the significant physical or psychological event or illness prior to departing the exam. Failure to do so **may** result in no academic consideration being provided.
- b) Submit a request to the Faculty Office via the appropriate Academic Consideration Form; and

- c) To the Office of the Registrar via a Request for an Examination Deferral Form; and
- d) Submitted no later than three working days after the scheduled examination date.
- e) Consideration without supporting documentation will be provided once per academic term based on a student's attestation and **will only apply to a single day within the final examination period. Students seeking consideration for multiple days during the final examination period are required** to submit the appropriate supporting documentation from a duly licensed practitioner dated no later than 24 hours after the examination.

9.4. Family Emergency or Compelling Personal Reasons:

In order to request consideration to make up for missed final examination on the grounds of a severe family emergency or other compelling personal grounds, the request must be submitted:

- a) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing; and
- b) To the Office of the Registrar via a Request for an Examination Deferral Form; and
- c) Submitted no later than three working days after the scheduled examination date.
- d) Consideration without supporting documentation will be provided once per academic term based on a student's attestation and **will only apply to a single day within the final examination period. Students seeking consideration for multiple days during the final examination period are required** to submit the appropriate supporting documentation from a duly licensed practitioner dated no later than 24 hours after the examination.

9.5. Competing Academic Conflict

In order to request consideration to make up for missed final examination on the grounds of a competing academic conflict, the request must be submitted:

- a) To the Office of the Registrar via a Request for an Examination Deferral Form; and
 - b) As soon as possible in advance and no later than 15 working days prior to the first day of the examination period.
- a) Contact their Faculty Office within two working days of the scheduled Examination; and
 - b) Within three working days of the scheduled Examination, submit a request that includes:
 - Application for Deferred Final Examinations Form;
 - Medical Statement Form that has been completed and signed by a duly licensed practitioner and is dated no later than 24 hours after the scheduled Examination date.

9. Family Emergency or Compelling Personal Reasons

~~9.1. In-term Course Work: In order to request consideration to make up for missed In-term Course Work on the grounds of a severe family emergency or other compelling personal grounds, the request must be submitted:~~

- ~~a) To the course instructor in writing;~~
- ~~b) Within three working days of missing the submission deadline of the In-term Course Work; and~~
- ~~c) With sufficient documentation to support the request.~~

~~10. Competing Academic Conflict~~

~~10.1. Examination: In order to request consideration to make up for a missed Examination on the grounds of a competing academic conflict, the request must be submitted:~~

- ~~a) Using the Application for Deferred Final Examinations Form; and~~
- ~~b) As soon as possible in advance and no later than 15 working days prior to:
 - ~~• The original scheduled date of the Examination(s) for In-term Examination conflicts; or~~
 - ~~• The first day of the Examination Period for Final Examination conflicts.~~~~

MONITORING AND REVIEW

~~11.10.~~ These Procedures will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Procedures.

RELEVANT LEGISLATION

~~12.11.~~ This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

~~13.12. Examination and Grading Policy~~

~~Application for Deferred Final Examinations Request for final examination deferral~~

~~Deferral of coursework and examinations Application for Deferred Final Examinations for Religious Observances~~



Classification Number	ACD 1506.01
Parent Policy	Examination and Grading Policy
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	DRAFT FOR APPROVAL
Review Date	September 2023
Supersedes	June 23, 2020; Editorial Amendments, February 18, 2020; January 17, 2017; Undergraduate Academic Calendar, Section 5.25, June 2015 University Scheduling Guidelines and Protocols, Section 2, May 2012

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PURPOSE

1. The purpose of these Procedures is to ensure the consistent administration of requests to make up for missed in-term course work and examinations.

DEFINITIONS

2. For the purposes of these Procedures the following definitions apply:

“Deferred Examination” means an Examination written outside of the originally scheduled day and/or time.

“Duly Licensed Practitioner” means a health care professional who is able to diagnose, prescribe and administer treatment within the scope of their license.

“Examination” means a form of testing intended to assess the level of students’ knowledge, ability, skills, comprehension, application, analysis, and/or synthesis of the subject matter in a course of study. This includes, but is not limited to in-person, online, take-home, practical, and laboratory Examinations.

“Final Examination Period” means the period of calendar days stated in the Academic Calendar that is set aside in each Semester and/or Session for the administration of Final Examinations.

“Final Examination” means an Examination scheduled during the Final Examination Period.

“In-term Course Work” means any course work assigned during the Semester or Session.

“In-term Examinations” means an Examination held during a Semester or Session.

“Other Acceptable Authority” means other professionals outside of the healthcare field including social worker, counsellor, funeral director, or legal professional.

“Semester” means sixty days of lectures and a Final Examination Period.

“Session” means a period of approximately six consecutive weeks in the Summer Semester consisting of 30 days of lectures and a Final Examination Period. The first half of Summer Semester is designated as Spring Session; the second half is designated as Summer Session.

“Supporting Documentation” means any documentation issued by a duly licensed practitioner or other acceptable authority which summarizes an individual’s extenuating circumstances and their impact on the individual’s academic performance. This includes: a medical/professional note, obituary, death certificate, an accident report, police report, or court order.

SCOPE AND AUTHORITY

3. These Procedures apply to the request for consideration of all missed In-term Course Work and Examinations.
4. These Procedures do not apply to doctoral candidacy exams, nor master’s and doctoral thesis defense examinations. For more information regarding these types of examinations, please refer to the University’s policy library.
5. The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

PROCEDURE

6. General

- 6.1. To be considered for approval to make up missed In-term Course Work or an Examination, students must make a request that is:
 - a) Based on one of the acceptable grounds set out in the Examination and Grading Policy;
 - b) In adherence to the specific procedures associated with each of the identified grounds for consideration and assessment type.
 - c) Within the specified, allowable timeframe. Note that timeframes vary depending on the grounds on which consideration is being sought; and
 - d) Accompanied by the required supporting documentation. Consideration without supporting documentation will be provided a maximum of once per academic term based on a student’s attestation. A single attestation can cover a range of dates, up to a maximum of three working days, encompassing multiple evaluations and courses. Subsequent requests will require submission of the appropriate supporting documentation. Notwithstanding the above terms, a student’s attestation will only apply to a single day within the final examination period. Students seeking consideration for multiple days during the final examination period are required to submit the appropriate supporting documentation.

- 6.2. A course instructor or faculty representative, upon receiving a request, may request additional documentation as needed to support the request and/or make a decision.
- 6.3. Students are bound by the university's academic conduct policy whereby any misrepresentation of facts could result in academic sanctions including, but not limited to, suspension or permanent dismissal from the university.
- 6.4. Students whose requests for consideration are approved are not exempted from completing long-term, multi-day projects that are in excess of the consideration period, nor does it exempt a group from submitting joint coursework within the required timeframe.

7. In-term Course Work:

- 7.1. **Religious Observance:** To request consideration for missed In-term Course Work on the grounds of a religious observance, the request must be submitted:
 - a) To the course instructor in writing when missed coursework is worth 20 per cent or less of a student's final grade; or
 - b) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing when the missed coursework is worth more than 20 per cent of a student's final grade; and
 - c) As soon as possible in advance and no later than seven working days prior to the submission deadline of the In-term Course Work.
- 7.2. **Debilitating Physical or Psychological Illness or Event:** To request consideration to make up for missed In-term Course Work on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance, the request must be submitted:
 - a) To the course instructor in writing when missed coursework is worth 20 per cent or less of a student's final grade; or
 - b) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing when the missed coursework is worth more than 20 per cent of a student's final grade; and
 - c) Within three working days of missing the submission deadline of the In-term Course Work; and
 - d) Consideration without supporting documentation will be provided once per academic term based on a student's attestation for a maximum of three working days. Subsequent requests for consideration must be accompanied by supporting documentation from a duly licensed practitioner dated no later than 24 hours after the submission deadline of the in-term course work.
- 7.3. **Family Emergency or Compelling Personal Reasons:** In order to request consideration to make up for missed In-term Course Work on the grounds of a

severe family emergency or other compelling personal grounds, the request must be submitted:

- a) To the course instructor in writing when missed coursework is worth 20 per cent or less of a student's final grade; or
- b) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing when the missed coursework is worth more than 20 per cent of a student's final grade; and
- c) Within three working days of missing the submission deadline of the In-term Course Work; and
- d) Consideration without supporting documentation will be provided once per academic term based on a student's attestation for a maximum of three working days. Subsequent requests for consideration must be accompanied by supporting documentation from a duly licensed practitioner or other acceptable authority dated no later than 24 hours after the submission deadline of the in-term course work.

8. In-term Examinations:

8.1. Religious Observance: To request consideration for a missed in-term examination on the grounds of a religious observance, the request must be submitted:

- a) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing; and
- b) As soon as possible in advance and no later than 15 working days prior to the original scheduled date of the in-term examination.

8.2. Debilitating Physical or Psychological Illness or Event: To request consideration to make up for a missed in-term examination on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance, the request must be submitted:

- a) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing; and
- b) Submitted no later than three working days after the scheduled examination date.
- c) Consideration without supporting documentation will be provided once per academic term based on a student's attestation for a maximum of three working days. Subsequent requests for consideration must be accompanied by supporting documentation from a duly licensed practitioner dated no later than 24 hours after the examination.

8.3. Attending an Examination While Incapacitated or Falling Ill During an Examination:

To request consideration on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance after attending an Examination while incapacitated, or after falling ill during an Examination, the student must:

- a) Normally notify their instructor or invigilator of the significant physical or psychological event or illness prior to departing the exam. Failure to do so may result in no academic consideration being provided.
- b) Submit a request to the Faculty Office via the appropriate Academic Consideration Form no later than three working days after the scheduled examination date.
- c) Consideration without supporting documentation will be provided once per academic term based on a student's attestation for a maximum of three working days. Subsequent requests for consideration must be accompanied by supporting documentation from a duly licensed practitioner dated no later than 24 hours after the examination.

8.4. Family Emergency or Compelling Personal Reasons:

In order to request consideration to make up for missed in-term examination on the grounds of a severe family emergency or other compelling personal grounds, the request must be submitted:

- a) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing; and
- b) Submitted no later than three working days after the scheduled examination date.
- c) Consideration without supporting documentation will be provided once per academic term based on a student's attestation for a maximum of three working days. Subsequent requests for consideration must be accompanied by supporting documentation from a duly licensed practitioner or other acceptable authority dated no later than 24 hours after the examination.

9. Final Examinations:

9.1. Religious Observance: To request consideration for a missed final examination on the grounds of a religious observance, the request must be submitted:

- a) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing; and
- b) To the Office of the Registrar via a Request for an Examination Deferral Form; and
- c) As soon as possible in advance and no later than 15 working days prior to the first day of the Examination Period.

9.2. Debilitating Physical or Psychological Illness or Event: To request consideration to make up for a missed final examination on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance, the request must be submitted:

- a) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing; and
- b) To the Office of the Registrar via a Request for an Examination Deferral Form; and
- c) Submitted no later than three working days after the scheduled examination date.
- d) Consideration without supporting documentation will be provided once per academic term based on a student's attestation and will only apply to a

single day within the final examination period. Students seeking consideration for multiple days during the final examination period are required to submit the appropriate supporting documentation from a duly licensed practitioner dated no later than 24 hours after the examination.

9.3. Attending an Examination While Incapacitated or Falling Ill During an Examination:

To request consideration on the grounds of a significant physical or psychological event or illness that is debilitating to the student's academic performance after attending an Examination while incapacitated, or after falling ill during an Examination, the student must:

- a) Normally notify their instructor or invigilator of the significant physical or psychological event or illness prior to departing the exam. Failure to do so may result in no academic consideration being provided.
- b) Submit a request to the Faculty Office via the appropriate Academic Consideration Form; and
- c) To the Office of the Registrar via a Request for an Examination Deferral Form; and
- d) Submitted no later than three working days after the scheduled examination date.
- e) Consideration without supporting documentation will be provided once per academic term based on a student's attestation and will only apply to a single day within the final examination period. Students seeking consideration for multiple days during the final examination period are required to submit the appropriate supporting documentation from a duly licensed practitioner dated no later than 24 hours after the examination.

9.4. Family Emergency or Compelling Personal Reasons:

In order to request consideration to make up for missed final examination on the grounds of a severe family emergency or other compelling personal grounds, the request must be submitted:

- a) To the Faculty Office for request consideration via the appropriate Academic Consideration form, and to the course instructor in writing; and
- b) To the Office of the Registrar via a Request for an Examination Deferral Form; and
- c) Submitted no later than three working days after the scheduled examination date.
- d) Consideration without supporting documentation will be provided once per academic term based on a student's attestation and will only apply to a single day within the final examination period. Students seeking consideration for multiple days during the final examination period are required to submit the appropriate supporting documentation from a duly licensed practitioner dated no later than 24 hours after the examination.

9.5. Competing Academic Conflict

In order to request consideration to make up for missed final examination on the grounds of a competing academic conflict, the request must be submitted:

- a) To the Office of the Registrar via a Request for an Examination Deferral Form; and

- b) As soon as possible in advance and no later than 15 working days prior to the first day of the examination period.

MONITORING AND REVIEW

10. These Procedures will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Procedures.

RELEVANT LEGISLATION

11. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

12. [Examination and Grading Policy](#)
[Request for final examination deferral](#)
[Deferral of coursework and examinations](#)

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