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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:

“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.

“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.

SCOPE AND AUTHORITY

- 3.** These Procedures apply to the request for consideration of all missed In-term Course Work and Examinations.
- 3.4.** These Procedures do not apply to PhD candidacy exams, master's and doctoral thesis defense examinations. For more information regarding these types of examinations, please refer to the Graduate Academic Calendar.
- 4.5.** The Registrar, or successor thereof, is the Policy Owner and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

PROCEDURES

5.6. Submitting a Request for Consideration

5.1.6.1. In order 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 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;
- d) On the appropriate form, where applicable; and
- e) Accompanied by the required supporting documentation.

5.2.6.2. A Faculty Office, upon receiving a request, may request additional documentation as needed to support the request and/or make a decision.

6.7. Religious Observance

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

6.2.7.2. Examination: In order to request consideration for a missed Examination on the grounds of a religious observance, the request must be submitted:

- a) 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

- The first day of the Examination Period for Final Examination conflicts.

7.8. Debilitating Physical or Psychological Illness or Event

7.1.8.1. 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 the course instructor in writing; and
- Within three working days of missing the submission deadline of the In-term Course Work; ~~and~~
- ~~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.~~

7.2.8.2. Examination: In order to request consideration to make up for a missed 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:

- Using the Application for Deferred Final Examinations Form; and
- Within three working days of the scheduled Examination date; ~~and~~
- ~~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.~~

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

In order 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:

- Contact his or her Faculty Office within two working days of the scheduled Examination; and
- 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.~~

8.9. Family Emergency or Compelling Personal Reasons

8.1.9.1. 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.

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

- a) Using the Application for Deferred Final Examinations Form;
- b) Within three calendar days after the scheduled Examination date; and
- c) With sufficient documentation to support the request.

9.10. Competing Academic Conflict

9.1.10.1. 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

10.11. 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

11.12. This section intentionally left blank.

RELATED POLICIES, PROCEDURES & DOCUMENTS

12.13. Examination and Grading Policy

Application for Deferred Final Examinations

Application for Deferred Final Examinations for Religious Observances

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