

**MEMORANDUM**

The Senate Committee on Curriculum, Admission and Studies Policy (SCCASP)

**To:** Senate  
**From:** Daniel Siddiqi, Chair of SCCASP  
**Date:** October 20, 2023  
**Subject:**

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**For Senate approval**

1. Academic Consideration Policy for Students in Medical or Other Extenuating Circumstances

**Motion: That Senate approves the Academic Consideration Policy for Students in Medical or Other Extenuating Circumstances effective for the Winter 2024 session as presented.**

*Attachment: Academic Consideration Policy for Students*

2. R-UG-4.3 Deferred Final Examinations

**Motion: That Senate approves the revisions to Regulation: TBD-1887 R-UG-4.3 Deferred Final Examinations effective for the 2023/24 Undergraduate Calendar as presented.**

*Attachment: R-UG-4.3 Deferred Final Examinations*

3. TBD-1888: R-UG-4.4 Deferred Term Work

**Motion: That Senate approves the revisions to Regulation: TBD-1888 R-UG-4.4 Deferred Term Work effective for the 2023/24 Undergraduate Calendar as presented.**

*Attachment: R-UG-4.4 Deferred Term Work*

**For Information**

1. *Attachment: Procedure for Academic Consideration Policy*
2. *Attachment: Academic Consideration Policy - Guidelines for Instructors*



## Academic Consideration Policy for Students in Medical or Other Extenuating Circumstances

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### **Introduction**

Carleton University recognizes that due to medical and other extenuating circumstances, students may occasionally be unable to fulfil the academic requirements of their course(s) in a timely manner. The University supports the academic development of students and aims to provide a fair environment for students to succeed academically.

This policy will aid the equitable provision of academic consideration to all students for a range of medical or other extenuating circumstances through the use of an online self-declaration form and where appropriate, the use of medical documentation.

The University's response to requests for academic consideration due to extenuating circumstances are grounded in the principle of good faith. This principle requires the university and instructors to assume that student circumstances and documented requests are legitimate unless there is strong evidence to the contrary.

This policy also recognizes that while good faith efforts shall be made by the university and instructors to provide academic consideration, not all requests for consideration are necessarily reasonable or can be feasibly accommodated while maintaining learning outcomes and accreditation requirements for professional programs.

The use of this policy to provide false or misleading information constitutes academic misconduct. Any students found engaging in such practice will be subjected to the University's [Academic Integrity](#) procedures.

### **Definitions**

#### **Academic Consideration:**

Process for the university and instructors to provide alternate academic arrangements consistent with learning outcomes to students who may be unable to meet an academic

obligation due to extenuating circumstances. Consideration may include an alternative assignment, re-weighting of term marks, modified schedule for assignments, projects, and labs, or other options at the discretion of the instructor such that learning outcomes and accreditation requirements for professional programs are maintained.

### **Extenuating Circumstances**

Extenuating circumstances are circumstances that:

- are beyond a student's control;
- have a significant impact on the student's capacity to meet their academic obligations; and
- could not have reasonably been prevented.

Extenuating circumstances may include sudden illness or incapacitation, including mental health and compassionate circumstances.

Experiencing diverse challenges and stressors is considered typical within the university experience and are not considered extenuating circumstances; for example, managing workload, competing deadlines, inclement weather, amongst others.

#### **Good Faith:**

Having honest or sincere intention.

#### **Short-term:**

Medical or extenuating circumstances (normally) lasting up to five days.

#### **Long-term:**

Medical or extenuating circumstances (normally) lasting more than five days.

### **Scope**

This policy regards the accommodation of extenuating circumstances for both short-term and long-term periods, and extends to all students enrolled at Carleton University. This policy will apply to all academic deliverables.

This policy does not include students seeking accommodations related to an established disability. Such considerations are governed by [the Academic Accommodation Policy for Students with Disabilities](#).

## **Principles**

Carleton University seeks to ensure that fundamental elements of this policy are managed appropriately. The following principles serve as the foundation for this policy:

- Carleton University's expectations for students regarding academic considerations will be clearly communicated.
- Requests for academic consideration shall be handled in a fair and equitable manner in accordance with learning outcomes and accreditation requirements for professional programs.
- The Registrar's Office shall monitor requests to identify students who may require additional support (e.g. in cases of extensive usage or concerning circumstances). Outreach for additional support shall be initiated by the Registrar's Office.
- The use of this policy to provide false or misleading information constitutes academic misconduct. Any students found engaging in such practice will be subjected to the University's [Academic Integrity](#) procedures.

## **Delegation of Responsibilities**

### **Students**

1. Notify your instructors or supervisor as appropriate of your absence or inability to complete the academic deliverable in question within the predetermined timeframe due to medical or other extenuating circumstances,
  - i. In the case of undergraduate final exams, the student must apply for a deferral through the Registrar's Office.
2. Complete and submit appropriate documentation as requested.
3. Work with your instructors and/or the Registrar's Office to determine any academic considerations.
4. Complete academic deliverable according to the timeframe of any implemented academic accommodations.
5. Act within the principle of good faith when requesting Academic Consideration.

### **Instructors**

1. Recognize the University's Academic Consideration Policy for Students in Medical or other Extenuating Circumstances.
2. Recognize self-declaration forms submitted by students in accordance with the policy's principle of good faith.
3. Determine the appropriate academic consideration options for students, if applicable (see Guidelines for Instructors).
4. Consult and/or work with the academic departments and the Registrar's Office for clarification or facilitation of academic consideration, as required.

5. Consult with student in question and communicate the appropriate academic consideration while ensuring all learning outcomes and accreditation requirements are met.
6. Ensure confidentiality of any sensitive information or documentation received.

### **Registrar's Office**

1. Manage ongoing communications to departments, programs, instructors, staff, and students regarding this policy and its related procedures.
2. Administer processes to:
  - i. Enable students to submit requests for academic consideration through the online self-declaration form.
  - ii. Track and retain submitted self-declaration forms in accordance with Corporate Records and Archives Policy and the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Protection Act (PHIPA).
  - iii. Monitor the requests and initiate outreach for additional support as needed.
  - iv. Respond to incomplete requests.

### **Appeals**

In cases where the student has concerns about a request for academic consideration, the student may initiate an informal appeal with the instructor and, as appropriate, the Chair or Director, within 3 working days of the original decision.

If the informal process does not address their concerns, a student may submit a formal appeal to the Faculty Dean of the Faculty offering the course within 3 working days of the completion of the informal appeal. The decision of the Dean is final.

### **Privacy and Confidentiality**

The student's privacy will be upheld and safeguarded throughout the Academic Consideration process, as per FIPPA and PHIPA.

All records related to requests for Academic Consideration will be gathered, stored securely, and disposed of in accordance with the Corporate Records and Archives Policy.

## **Academic Consideration for Medical and Extenuating Circumstances - Guidelines for Instructors**

Academic Consideration is based on the principle of good faith and is governed by the *Academic Consideration Policy for Students in Medical or Other Extenuating Circumstances*.

**Instructors may, but are not obliged to, request a self-declaration form from students who request academic considerations. Instructors may provide informal academic considerations without documentation if appropriate.**

The course instructor will determine any academic consideration for all academic deliverables excluding formally scheduled undergraduate final exams. The Registrar's Office shall handle requests for undergraduate final exam deferrals through the [Deferral application](#) process.

If an instructor has concerns about the well-being of a student arising from a request(s) for academic considerations, they should complete a [Care Report](#), providing detailed information. A designated member of the student care team will then assess the situation and determine the appropriate support for the student. The Registrar's Office will also monitor requests from students who may require additional support.

If an instructor is concerned that the learning outcome or accreditation requirements of a course can no longer be met, they should discuss options with their Chair or Director.

### 1. Short-term Academic Consideration

- Short-term academic consideration is typically granted in cases of medical or other extenuating circumstances with a duration of normally five days or less.
- Instructors have the option of requesting a *self-declaration form* from students. Instructors are not permitted to request medical documentation.

### 2. Longer-term Academic Consideration

- Longer-term academic consideration may be granted in cases of medical or other extenuating circumstances with a duration of more than five days.
- Instructors are not permitted to request medical documentation.
- In straightforward situations, instructors may offer academic considerations, subject to the learning outcomes and accreditation requirements of the course.
- In more complex situations, the instructor shall seek guidance from the Registrar's Office.
- If an instructor has concerns about the well-being of a student, they should complete a [Care Report](#).

### 3. Student Appeals Process

- In cases where the student has concerns about a request for academic consideration, the student may initiate an informal appeal with the instructor and, as appropriate, the Chair or Director, within 3 working days of the original decision.
- If the informal process does not address their concerns, a student may submit a formal appeal to the Faculty Dean of the Faculty offering the course within 3 working days of the completion of the informal appeal. The decision of the Dean is final.

	Short Term Academic Consideration	Long Term Academic Consideration
Definition	Medical or other extenuating circumstances normally lasting up to five days.	Medical or other extenuating circumstances lasting more than five days.
Documentation	Instructors have the option of requesting a <a href="#">self-declaration form</a> from students. Instructors are not permitted to request medical documentation.	Instructors are not permitted to request medical documentation.  In complex situations, the instructor shall seek guidance from the Registrar's Office, who may request documentation from the student.
Extenuating Circumstance Examples	Including but not limited to: Bereavement Short-term incapacitation Psychological and/or compassionate circumstances Family or personal crisis	Including but not limited to: Bereavement Long-term incapacitation Psychological and/or compassionate circumstances
Examples of non-extenuating circumstances	Including but not limited to: Transit issues Competing deadlines Personal social obligations Employment obligations Travel (excluding that covered by the Senate Policy on Accommodation for Student Activities)	
Academic Consideration Examples – while maintaining learning outcomes and accreditation requirements	Including but not limited to: Extension of the deadline for submission. Modified schedule for assignments, projects, labs, tests, participation. Alternative assignment or assessment method, being mindful of Section 4.4 of the UG calendar, where formative evaluations should be replaced with formative evaluations.	Including but not limited to: Deferral of the assignment or term work to a later date Extension of the deadline for submission. Modified schedule for assignments, projects, labs, tests, participation. Alternative assignment or assessment method, being mindful of Section 4.4 of the UG calendar, where formative evaluations should be replaced with formative evaluations. Referring students to academic advisors for advice on

		whether to continue with their course.
Additional resources	<p>Associate Dean of the Faculty          Advising: <a href="#">Academic Advising Centre</a>, <a href="#">Science Student Success Centre</a>, <a href="#">Sprott advisors</a>, departmental advisors  <a href="#">Care Report</a>  <a href="#">Centre for Indigenous Support and Community Engagement</a>          Chair or Director of the program  <a href="#">Engineering Academic Support Office</a>  <a href="#">Equity and Inclusive Communities</a>  <a href="#">International Student Services Office</a>  <a href="#">Ombuds Services</a>  <a href="#">Paul Menton Centre</a>  <a href="#">Teaching and Learning Services</a></p>	
Related policies	<p><a href="#">Human Rights Policies and Procedures</a>  <a href="#">Senate Policy on Accommodation for Student Activities</a>  <a href="#">Sexual Violence Policy</a>  <a href="#">Student Parental Leave Policy</a></p>	



# Procedure for Academic Consideration for Medical and other Extenuating Circumstances

## Information for Students

### Short term extenuating circumstances – five days or fewer

If students encounter extenuating circumstances that temporarily hinder their capacity to fulfil academic requirements for a short period (normally not exceeding five days) they can request [academic consideration](#) as per the instructions below.

#### **Definition of Extenuating Circumstances**

Extenuating circumstances are circumstances that:

- are beyond a student's control;
- have a significant impact on the student's capacity to meet their academic obligations; and
- could not have reasonably been prevented.

Extenuating circumstances may include sudden illness or incapacitation, including mental health and compassionate circumstances.

Experiencing diverse challenges and stressors is considered typical within the university experience and are not considered extenuating circumstances; for example, managing workload, competing deadlines, inclement weather, amongst others.

**Course Work or Other Academic Deliverables** (academic work assigned to students not including formally scheduled final examinations)

1. Contact your instructor(s) as soon as possible and normally no later than 24 hours after the submission deadline.
2. If supporting documentation is required by the instructor, complete the online [self-declaration form](#).
3. Complete and submit course work per academic consideration, if granted.

#### **Formally Scheduled Exams**

1. For undergraduate students: contact the Registrar's Office to apply to [defer an exam](#) within 3 working days after the original final examination date or the original due date of the take-home examination.
2. For graduate students: contact the instructor/academic unit.

## Long term extenuating circumstances – more than five days

If students encounter extenuating circumstances that temporarily hinder their capacity to fulfil academic requirements for a period that exceeds five days, additional documentation may be required.

**Course Work or Other Academic Deliverables** (academic work assigned to students not including formally scheduled final examinations)

1. Contact your instructor(s) as soon as possible to discuss academic considerations.
2. If supporting documentation is required, submit the appropriate documentation to the Registrar's Office.
3. Complete and submit course work per academic consideration, if granted.

## **Formally Scheduled Exams**

1. For undergraduate students: contact the Registrar's Office to apply to [defer an exam](#) within 3 working days after the original final examination date or the original due date of the take-home examination.
2. For graduate students: contact the instructor/academic unit.

## **Student Appeals Process**

In cases where the student has concerns about a request for academic consideration, the student may initiate an informal appeal with the instructor and, as appropriate, the Chair or Director, within 3 working days of the original decision.

If the informal process does not address their concerns, a student may submit a formal appeal to the Faculty Dean of the Faculty offering the course within 3 working days of the completion of the informal appeal. The decision of the Dean is final.

# Program Change Request

Date Submitted: 09/29/23 9:23 am

Viewing: **TBD-1887 : R-UG-4.3 Deferred Final Examinations**

Last approved: 04/05/23 3:39 pm

Last edit: 10/04/23 8:49 am

Last modified by: nataliephelan

[Changes proposed by: nataliephelan](#)

## In Workflow

1. REGS RO UG Review
2. PRE SCCASP
3. SCCASP
4. Senate
5. PRE CalEditor
6. CalEditor

## Approval Path

1. 10/06/23 4:20 pm  
Erika Strathearn  
(erikastrathearn):  
Approved for REGS RO  
UG Review
2. 10/06/23 4:27 pm  
Natalie Phelan  
(nataliephelan):  
Approved for PRE  
SCCASP
3. 10/06/23 4:28 pm  
Erika Strathearn  
(erikastrathearn):  
Approved for SCCASP

## History

1. May 3, 2019 by Mike  
Labreque (mikelabreque)
2. May 14, 2019 by Mike  
Labreque (mikelabreque)
3. May 14, 2019 by Mike  
Labreque (mikelabreque)
4. May 14, 2019 by Mike  
Labreque (mikelabreque)
5. May 7, 2021 by Natalie  
Phelan (nataliephelan)
6. Apr 5, 2023 by Natalie  
Phelan (nataliephelan)

Calendar Pages Using this Program [Examinations](#)

Effective Date 2023-24

Workflow	majormod
Program Code	TBD-1887
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-4.3 Deferred Final Examinations

## Program Requirements

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### 4.3 Deferred Final Examinations

#### 4.3.1 Deferred Final Examinations

Students who are unable to write a final examination because of [extenuating circumstances, as defined in the Academic Consideration Policy, may](#) ~~incapacitation (illness, injury, emergency, or extraordinary circumstances beyond a student's control)~~ [may](#) apply for accommodation. Normally, the accommodation for a missed final examination will be granting the student the opportunity to write a deferred examination. In specific cases when it is not possible to offer a deferred examination, and with the approval of the Dean, an alternate accommodation may be made.

The application for a deferral must:

1. be made in writing to the Registrar's Office no later than three (3) working days after the original final examination or the due date of the take-home examination; and,
2. be fully supported by appropriate documentation. In cases of short-term [extenuating circumstances](#) ~~incapacitation~~ normally lasting no more than [five \(5\)](#) ~~10~~ days, students must include the University's self-declaration form, which can be found on [the Registrar's Office website](#). Additional documentation is required in cases of [extenuating circumstances](#) ~~incapacitation~~ lasting longer than [five \(5\)](#) ~~10~~ days and must be supported by a medical note specifying the date of onset of the illness, the (expected) date of recovery, and the extent to which the student was/is incapacitated during the time of the examination. The University's preferred medical form can be found at the Registrar's Office [here](#).

#### 4.3.2 Missed Deferred Examinations

Students will not be given a deferral of a deferred examination.

Students granted a deferred final examination who are then unable to write the deferred final examination will receive the earned grade in the course (which may be an F).

Students granted a deferred final examination who are then unable to write the deferred final examination due to properly documented personal or medical conditions may appeal to receive one of the notations Aegrotat (AEG) or Withdrawn (WDN) for the course as assigned by the appropriate appeal committee. (Students may not petition for one of these alternate notations if they attended the deferred examination but did not complete it for personal or medical reasons, unless the circumstances satisfy the requirements for Early Departure from Final Examinations in Section 4.3.3 below.) The self-declaration form is not sufficient documentation for this application. NOTE: If a student would be unable to pass the course as specified in the course outline, regardless of the result of a final examination, a grade of F may still result. If a student is

passing the term work and is able to pass the course as specified in the course outline, based on the results of a final examination, then a withdrawn (WDN) may be granted.

*Aegrotat* standing may be considered for applicants for deferred finals but will be granted only if a substantial proportion of the term work has been completed and is of high quality. AEG denotes a pass standing.

Students who have obtained approval for a deferred examination in a Carleton University Online course will have access to course materials after the end of the academic term of the original course.

Deferred final examinations are scheduled in the time period approved by Senate. Please refer to the [Academic Schedule](#) for deferred examination dates.

### 4.3.3 Early Departure from Final Examinations

Students are expected to assess their medical situation/ability to write an examination prior to entering the examination room. Students who do not write a final examination because of [extenuating circumstances/emergency incapacitation/emergency or other circumstances](#) beyond their control may apply to write a deferred examination. Section 4.3.1 above outlines the regulations governing deferral of final examinations.

Students are expected to complete a final examination once begun. If the student experiences a significant deterioration of health while the examination is in progress, it may be possible to submit a petition to apply to write a deferred examination.

A significant deterioration during an exam is a situation whereby the student requires immediate and/or emergency medical attention. In such circumstances, a student will be required to seek appropriate documentation to confirm that the medical situation caused significant, acute symptoms during the examination that completely prohibited the student from completing the exam, describing the specific impacts on the student's ability to continue the exam.

A student must then petition to the Registrar's Office within three (3) business days of the examination with appropriate supporting documentation. The self-declaration form is not sufficient documentation for this application.

Minor illnesses and ongoing chronic illnesses under medical management will normally not be considered valid grounds for granting a deferred final examination.

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New Resources	No New Resources
Summary	Updating regulation in light of the academic consideration policy to ensure consistency.
Rationale for change	
Transition/Implementation	

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Program reviewer comments	<p><b>nataliephelan (10/04/23 8:40 am):</b> Changed eff. date to 23-24, as the policy will go live in January 2024, meaning this regulation needs to be updated in the current calendar.</p> <p><b>nataliephelan (10/04/23 8:49 am):</b> Based on feedback from Oct 3/23 SCCASP meeting: changed "incapacitation" to "extenuating circumstances" for consistent language between regulation and AC policy.</p>
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Key: 1887

# Program Change Request

Date Submitted: 09/29/23 9:27 am

Viewing: **TBD-1888 : R-UG-4.4 Deferred Term Work**

Last approved: 04/05/23 3:39 pm

Last edit: 10/05/23 2:01 pm

Last modified by: nataliephelan

[Changes proposed by: nataliephelan](#)

## In Workflow

1. REGS RO UG Review
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Labreque (mikelabreque)
2. Apr 17, 2020 by Sarah  
Cleary (sarahcleary)
3. May 7, 2021 by Natalie  
Phelan (nataliephelan)
4. Apr 5, 2023 by Natalie  
Phelan (nataliephelan)

Calendar Pages Using this Program [Examinations](#)

Effective Date	2023-24
Workflow	majormod
Program Code	TBD-1888

Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-4.4 Deferred Term Work

## Program Requirements

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### 4.4 Deferred Term Work

In some situations, students are unable to complete term work because of extenuating short-term incapacitation (illness, injury, emergency, or other circumstances beyond their control, control) which forces them to delay submission of the work. Requests Students who claim incapacitation as a reason for academic consideration missed term work are made in accordance with the Academic Consideration Policy held responsible for Students in Medical or Other Extenuating Circumstances. immediately informing the instructor concerned and for making alternate arrangements with the instructor.

- Students who claim short-term extenuating circumstances (normally lasting up to five days) as a reason for missed term work are held responsible for immediately informing the instructor concerned and for making alternate arrangements with the instructor. If the instructor requires supporting documentation, the instructor may only request submission of the University's self-declaration form, which is available on the Registrar's Office website. The alternate arrangement must be made before the last day of classes in the term as published in the academic schedule.
  - Normally, any deferred term work will be completed by the last day of term. In all cases, formative evaluations providing feedback to the student should be replaced with formative evaluations. In the event the altered due date must extend beyond the last day of classes in the term, the instructor will assign a grade of zero for the work not submitted and submit the student's earned grade accordingly; the instructor may submit a change of grade at a later date. Term work cannot be deferred by the Registrar.
- In cases where a student is not able to complete term work due to extenuating circumstances lasting illness or injury for a significant period of time/ long-term (normally more than five days), time/or long-term, the instructor and/or student may elect to consult with the Registrar's Office (undergraduate courses) or Graduate Registrar (graduate courses) to determine appropriate action.
- If a student is concerned the instructor did not respond to the request for academic consideration accommodation or did not provide reasonable accommodation, the student should follow consult with the appeals process described in the Academic Consideration Policy. department/school/institute chair/director.
- ~~If a mutually agreeable accommodation to complete course requirements prior to the course grade submission deadline cannot be achieved, the Associate Dean will become involved. If academic accommodation is not granted, and the student receives word after the academic withdrawal deadline, the student may submit a petition to the Registrar's Office (undergraduate courses)/Graduate Registrar (graduate courses) for a final grade of WDN (Withdrawn) in the course(s). If academic accommodation is not granted, and the student receives word prior to the academic withdrawal deadline, the student may elect to withdraw from the course(s). If Furthermore, if academic consideration accommodation is granted, but the student is unable to complete the accommodation according to the terms set out by the instructor as a result of further illness, injury injury or extraordinary circumstances beyond their control, the student may submit a petition to the Registrar's Office (undergraduate courses)/Graduate Registrar (graduate courses). Please note, however, that the course instructor will be required to submit an earned final grade and further consideration will only be reviewed according to established precedents and deadlines. (More information: Undergraduate | Graduate).~~

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New Resources	No New Resources
Summary	Updating regulation in light of the academic consideration policy, to ensure consistency.

Rationale for change

Transition/Implementation

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Program reviewer comments

**nataliephelan (10/04/23 8:52 am):** Changed eff. date to 23-24, as the policy is set to launch in January 2024, meaning the regulation needs to be updated in the current calendar.

**nataliephelan (10/05/23 2:01 pm):** Following Oct 3/23 SCCASP meeting, made some further wording edits to harmonise language with the policy.

Key: 1888