

FACULTY OF NURSING - MISSED EXAMINATION AND MISSED ASSIGNMENT POLICY

In general, missed examinations and missed assignments within the Faculty of Nursing (FON) will be assigned a mark of zero (0). In accordance with University of Windsor (UoW) Bylaw 51: Academic Evaluation Procedures, a student who wishes to receive consideration on matters affecting or shown to affect his/her academic performance should communicate with his/her instructor as soon as possible.

Any student that is compelled to miss an assignment or examination as a result of health, bereavement or unanticipated extenuating circumstance beyond his/her control is entitled to request accommodation. A student seeking a make-up examination for a course delivered by the FON must follow the formal **FON Missed Examination Request Procedure** [as detailed in **Part A** below]. A student seeking a make-up assignment or accommodation for a missed assignment for a course delivered by the FON must follow the formal **FON Missed Assignment Request Procedure** [as detailed in **Part B** below]. Aegrotat standing typically will not be granted to a student who could otherwise have been accommodated by way of the FON Missed Examination Request Procedure or FON Missed Assignment Request Procedure.

PART A: FON MISSED EXAMINATION REQUEST PROCEDURE

A student requesting a make-up examination (mid-term or final) for a FON course must complete and submit the **Nursing Make-up Examination Request Form** (henceforth referred to as "the nursing request form") for each and every make-up request. The nursing request form requires that the student seek to obtain the instructor's authorization that a make-up examination will be provided and the instructor (or his/her designate) will be present at the suggested time and location for the make-up examination provided the request is approved by the Dean's office. For mid-term exams, the instructor alternately has the option to add the weight (or value/portion) of the missed examination to the final evaluative procedure (such as a final exam) for the course if applicable, as per Senate Bylaw 51 – instead of requiring the student to write a separate make-up exam on a specific date.

The nursing request form should then be submitted to the FON Main Office (3rd Floor, Toldo Building) prior to the prescribed deadline date specifically identified within the acceptable conditions provided below. Each academic term, the FON will schedule a **Make-up Examination Date** normally immediately following the last scheduled UoW final examination slot (or as otherwise scheduled by the FON). If a make-up exam is being provided, FON instructors may schedule the make-up examination on the FON make-up examination date; however the instructor is also free to assign a date and time that is convenient to his/her and the student's schedule for each make-up examination. **Note:** other than in exceptional circumstances authorized by the instructor and approved by the FON, make-up examinations will be scheduled **after** the originally scheduled examination date. A student should submit the nursing request form to the FON Main Office with the instructor's authorization at least one (1) calendar day prior to the instructor-scheduled make-up examination date. If the instructor is unavailable or unwilling to sign the request, the student may submit the form directly to the Dean's Office, which shall contact the instructor. Students may also follow the process outlined in Bylaw 51, 1.18.1.

If a student misses a mid-term and is approved for a make-up, s/he should understand that s/he may not get 20% meaningful feedback before the voluntary withdrawal date.

Students will normally be approved to write only one (1) make-up examination for each missed examination. The Dean (or his/her designate) of the FON reserves the right to decline any make-up examination request, following a review of the request and the evidence submitted.

Acceptable Conditions for Make-up Examinations

Consistent with UoW Senate policies and bylaws, the FON will consider a make-up examination request based on one of the following five conditions:

I. Examination Conflict. As per Senate policy E2, a student scheduled to write three examinations in one calendar day or scheduled to write two examinations at the exact same time may apply to have one of his/her examinations rescheduled.

- a. For Final Examination Conflicts: As per Senate Bylaw 51, Part 3, a student must submit an application for an alternative examination to the Office of the Registrar within the first four (4) weeks of the beginning of the academic term. The Vice Provost, Students and Registrar will determine which examination shall be rescheduled and the Office of the Registrar will notify the FON. Subsequently, the student will be contacted by the FON to also complete and submit the nursing request form for the chosen rescheduled examination.
- b. For Mid-term Examination Conflicts: A student must submit the nursing request form to the FON Dean's suite within the first four (4) weeks of the beginning of the academic term (or within two weeks for 6 week courses). The Dean (or his/her designate) of the FON will determine which examination shall be rescheduled.

II. Religious Obligation. The FON recognizes and values religious diversity and will accommodate students who, by reason of religious obligation, are unable to attend an examination, test or other mandatory academic event.

- a. Religious Obligations for Final Examinations: As per UoW Human Rights Office recommendations, and in accordance with Senate bylaw 51, Part 3, a student must submit a written request for an alternative date to write a final exam due to a conflict with a religious observance to the Office of the Registrar within the first four (4) weeks of the beginning of the academic term. The Office of the Registrar will notify the FON of the approved final examination religious obligation request and the student will be contacted by the FON to also complete and submit the nursing request form for the rescheduled examination.
- b. Religious Obligations for Mid-term Examinations or Other Academic Events: A student must submit the nursing request form to the FON Main Office within the first four (4) weeks of the beginning of the academic term (or within 2 weeks for 6 week courses). The student will be required to identify the particular religious observance that conflicts with his/her examination or other academic event and provide written documentation verifying his/her specific religious conviction.

III. Bereavement. The FON provides compassionate accommodation to students grieving for the loss of a family member. A student may request a make-up for any FON examination, final or mid-term, test or other academic event scheduled in conflict with the death of a family member or loved one; for example: spouse (legal or common-law), child (including step-child), parent (including in-law and step-parent), sibling (including in-law and step-sibling), grandparent (including grandparent of a spouse), and grandchild. The student should make every effort to notify his/her instructor of the bereavement at his/her earliest convenience. Immediately upon his/her return to the FON, the student is required to complete and submit the nursing request form and provide written documentation specifically identifying the bereaved individual and his/her relationship to this individual.

IV. Medical. Consistent with UoW Bylaw 51, a student with serious health circumstances may request a make-up examination based on medical grounds. The student should submit a completed nursing request form together with supporting documentation to the FON Main Office within two (2) weeks of the missed examination, unless the student is precluded by the condition being suffered (justification will be required). A completed **Student Medical Certificate - Nursing** is the only supporting documentation accepted by the FON for a student requesting a make-up as a result of a medical condition. A doctor's note will not be accepted as supporting documentation for a medical condition.

V. Other Extenuating Circumstance. Consistent with UoW Bylaw 51, a student may request a make-up based on other unanticipated extenuating circumstances beyond the control of the student not provided for under the categories listed above (for example: jury duty, caring for an ill family member,

labour dispute, UoW varsity sporting obligation, etc.). The student should make every effort to notify his/her instructor of any extenuating circumstance that may conflict, or has conflicted, with his/her examination schedule as soon as possible. The student should submit a completed nursing request form together with supporting documentation providing specific details of the extenuating circumstance to the FON Main Office within two (2) weeks of the missed examination, unless the student is precluded by the condition being suffered (justification will be required). Every extenuating circumstance will be thoroughly investigated by the FON. The FON reserves the right to evaluate and approve/deny each extenuating circumstance individually and on its own merit. **Personal travel arrangements are not considered an acceptable extenuating circumstance.**

PART B: FON MISSED ASSIGNMENT REQUEST PROCEDURE

A student requesting a make-up assignment or accommodation for a missed assignment for a FON course must submit a written request to his/her course instructor for each and every make-up assignment/accommodation request. If the make-up request is approved, the instructor alternately has the option to add the weight (or value/portion) of the missed assignment to the final evaluative procedure (such as a final exam) for the course if applicable, as per Senate Bylaw 51 – instead of having the student submit the missed assignment at a later date.

If the instructor is unavailable or unwilling to approve the request, the student may submit the written request directly to the Dean's Office, which shall contact the instructor. Students may also follow the process outlined in Bylaw 51, 1.18.1.

Students will normally be approved to submit only one (1) make-up assignment or accommodation request for each missed assignment. The instructor and/or the FON reserves the right to decline any make-up assignment/accommodation request, following a review of the request and the evidence submitted.

Acceptable Conditions for Make-up Assignments or Accommodation

Consistent with UoW Senate policies and bylaws, instructors and/or the FON will consider a make-up assignment or accommodation request based on one of the following four conditions:

I. Religious Obligation. The FON recognizes and values religious diversity and will accommodate students who, by reason of religious obligation, are unable to submit an assignment on a deadline. A student should submit the written request to his/her course instructor within the first four (4) weeks of the beginning of the academic term (or within 2 weeks for 6 week courses). The student will be required to identify the particular religious observance that conflicts with his/her assignment and provide written documentation verifying his/her specific religious conviction.

II. Bereavement. The FON provides compassionate accommodation to students grieving for the loss of a family member. A student may request a make-up assignment or accommodation for any FON assignment deadline in conflict with the death of a family member or loved one; for example: spouse (legal or common-law), child (including step-child), parent (including in-law and step-parent), sibling (including in-law and step-sibling), grandparent (including grandparent of a spouse), and grandchild. The student should make every effort to notify his/her instructor of the bereavement at his/her earliest convenience. Immediately upon his/her return to the FON, the student is required to submit the written request to his/her course instructor and provide written documentation specifically identifying the bereaved individual and his/her relationship to this individual.

III. Medical. Consistent with UoW Bylaw 51, a student with serious health circumstances may request a make-up assignment or accommodation based on medical grounds. The student should submit a written request together with supporting documentation to his/her course instructor within two (2) weeks of the missed assignment, unless the student is precluded by the condition being suffered (justification will be required). A completed **Student Medical Certificate - Nursing** is the only supporting documentation

accepted by the FON for a student requesting a make-up assignment or accommodation as a result of a medical condition. A doctor's note will not be accepted as supporting documentation for a medical condition.

IV. Other Extenuating Circumstance. Consistent with UoW Bylaw 51, a student may request a make-up assignment or accommodation based on other unanticipated extenuating circumstances beyond the control of the student not provided for under the categories listed above (for example: jury duty, caring for an ill family member, labour dispute, UoW varsity sporting obligation, etc.). The student should make every effort to notify his/her course instructor of any extenuating circumstance that may conflict, or has conflicted, with his/her assignment deadline as soon as possible. The student should submit a written request together with supporting documentation providing specific details of the extenuating circumstance to his/her course instructor normally within two (2) weeks of the missed assignment, unless the student is precluded by the condition being suffered (justification will be required). Every extenuating circumstance will be thoroughly investigated by the instructor and/or the FON. The instructor and/or the FON reserves the right to evaluate and approve/deny each extenuating circumstance individually and on its own merit. **Personal travel arrangements are not considered an acceptable extenuating circumstance.**