POLICY GROUP: NC800 – Student Records, Rights & Responsibilities
POLICY TITLE: Missed Evaluations

A. Background and Definitions

Regular attendance and participation is essential to student success. Students must be able to demonstrate the prescribed learning outcomes within each course which is done by way of formal evaluations.

**Evaluation:** a formal measurement of student learning that may include, but is not limited to, an examination, test, quiz, assignment or a project.

**Grade:** a final grade for each course is calculated from the marks of all course evaluations.

**Mark:** each evaluation is given a mark based on its assessment. Each mark contributes to the final grade.

**Personal Event:** Pre-planned/pre-scheduled events or appointment of a personal nature that cannot be scheduled outside of academic hours. Such events are expected to be extraordinary in nature, and absence a last resort for the student.

**Sanctioned Event:** An event sanctioned by Niagara College, including but not limited to:
- Varsity athlete commitments;
- Student Administrative Council/Board of Governor meeting or official events for elected student representatives;
- Approved field trips/events; or
- Academic conferences.

**Emergency Absence:** unplanned missed classes/evaluations resulting from an unexpected, significant event.

**Unapproved Absence:** An absence that has not been approved by the faculty member in accordance with this policy.

B. Purpose

The College has the responsibility to ensure that all students are evaluated in an equitable manner and recognizes that students may face exceptional circumstances which could prevent them from completing academic work or evaluations as scheduled.
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C. Policy Statements

1. Programs will have procedures to support unique program needs. These program specific procedures must be consistent with this policy.

2. Program specific Missed Academic Work procedures will be found in the Program Manual posted on Blackboard Homeroom, which will be available to all students enrolled in the program.

3. Each program specific Missed Academic Work Procedure will provide guidelines for extensions, late penalties, missed work and missed evaluations. Program specific procedures will be reviewed with students at the beginning of each course.

4. Students are to assume responsibility for missed evaluations and must be prepared to forfeit marks allocated to such work during an unapproved absence. Students who miss a scheduled evaluation without approval, will receive a mark of zero. If they are deemed eligible to write a make-up or complete an alternate evaluation, the mark will be entered upon completion.

5. Students arriving late for an evaluation will not be given additional completion time. In some circumstances, late arrivals will not be permitted to complete the evaluation.

6. Students who miss the scheduled make-up evaluation will receive a mark of zero for that particular evaluation.

7. False statements or documents used to obtain a make-up evaluation will be treated as Academic Misconduct.

8. Students who are suspended or expelled cannot complete academic work, and no alternatives will be provided for missed evaluations or academic work. Missed academic work or evaluations for students on Interim Measures will be treated as Sanctioned Absences while the investigation is underway.

9. The date, time and location to make up any missed evaluations for approved students will be communicated to students via Blackboard Homeroom announcement and/or College email.

10. In order to maintain the academic integrity of the program, the make-up evaluation to be completed may not be identical to the one missed.
Planned Absence
11. Students who intend to miss an evaluation for a Sanctioned or Personal Event are responsible for submitting a completed Student Absence Request form to the faculty member(s) no less than five (5) business days prior to the evaluation.

12. A Student Absence Request for a Sanctioned Event will be assessed by the faculty member and approved when feasible, subject to the faculty member’s discretion and the options available.

13. Rationale for the Student Absence Request for a Personal Event will be assessed by the faculty member, with approval at their discretion. The faculty member may consider the reasons for, and duration of the absence, prior absences, type of evaluation impacted, other pertinent information, and the options available to reach a decision on the request.

14. When travel for the event is required, the student is expected to attend classes up to the latest possible date and time prior to departure.

Emergency Absence
15. A student with an Emergency Absence, may obtain approval for the absence within the five business day period identified above, or retroactively. The student must contact the faculty member(s) of the affected classes at the earliest opportunity, and submit the Student Absence Request Form as soon as possible.

16. Rationale for the Emergency Absence will be assessed by the faculty member, with approval at their discretion. The faculty member may consider the nature of the event leading to the request, timeliness of the request, prior absences, duration of the absence, type of evaluation impacted, and other information, to reach a decision on the request.

Disability Accommodations
17. Students with permanent or temporary disabilities may have accommodations approved through Accessibility Services that have specific allowances for missed academic work or evaluations, including retroactive accommodations in some cases. The faculty member will be informed of these approvals and should discuss the implementation with the student. Accessibility Services can support these discussions as required.

Approved Absences
18. If approved, the faculty member will provide reasonable opportunity for the student to make up the missed work. Students are ultimately responsible for meeting with the faculty member and completing assigned work.
19. The faculty member will determine if the evaluation needs to be completed prior to, or after the original date of the missed evaluation.

20. For unique in-class learning experiences and/or evaluations, the faculty member may design an alternate assignment if feasible. Should no alternate opportunity exist for a particular evaluation, the faculty member may re-weight the mark in accordance with the program-specific Missed Academic Work Procedure.

**Unapproved Absences**
21. No alternatives to make up the missed work/evaluation, or re-weighting of marks will be made by the faculty member for unapproved absences. A mark of zero (0) will be given for all evaluations missed during unapproved absences.

**Appeal of Decisions**
22. Should a Student Absence Request be unreasonably denied, the student may request a review of the decision by the academic administrator for the course, who will review the request, consult with the faculty member and render a decision which will be final and binding. For absences due to a Sanctioned or Personal Event, the appeal should be initiated prior to the evaluation that would be missed.

**D. Related Documents**

Policy:  NC800 Academic Honesty  
NC800 Student Accommodations

Procedure:  NC800 Academic Misconduct  
NC800 Student Accommodations

Form:  Student Absence Request

**E. Document History**

<table>
<thead>
<tr>
<th>Date</th>
<th>Approval/Review/Key Change(s)</th>
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<tbody>
<tr>
<td>Nov 4, 2019</td>
<td>New policy</td>
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