

Policy Title: Deferral of Academic Requirements

Category:	<input type="checkbox"/> Institutional - Board <input checked="" type="checkbox"/> Academic - Administrative <input type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	November 24, 2022	Effective date:	June 1, 2023
Policy Sponsor:	Dean, Undergraduate and Graduate Education	Date last reviewed:	November 24, 2022
Date of Mandatory Review (expiry date):	November 2027	Date of last revision of Procedures:	November 24, 2022

1. POLICY

1. A student may be granted an opportunity to defer academic requirements if, due to extenuating circumstances, they are unable to satisfy the requirement at the time scheduled by the faculty member or outlined in the schedule provided by the academic program.
2. Students who wish to appeal the decision of the Director of Education/Director of Graduate Studies as it relates to a decision to not grant a deferral, may do so to the Dean, Undergraduate and Graduate Education and the Registrar. Such an appeal must be submitted, in writing with supporting documentation, to the Registrar, within two business days of the denial of the original request for deferral.
3. Deferrals of examinations that require that the deferred exam be administered at an alternate time will be subject to an examination fee. In exceptional circumstances, such fees may be waived upon the approval of the Registrar in their sole discretion.
4. In the event a deferral of an academic requirement is not granted, a mark of zero ("0") will be recorded for the missed academic requirement.
5. The only documentation accepted by CMCC for the purposes of supporting a deferral request relating to student illness and/or injury is the form prescribed by the institution.

6. CMCC reserves the right to verify all documentation associated with a student's request to defer an academic requirement.
7. The content and format of the deferred assessment may not be appealed.

2. PURPOSE

To provide students who, due to extenuating circumstances, could not fulfill an academic requirement at the scheduled time.

3. SCOPE

All students.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

The policy affords students an opportunity to satisfy the requirement at a later date by completing an alternate assessment or assignment. The alternate assessment or assignment may differ in format and content from the regular requirement as prescribed in the course outline, although it shall cover the same material and carry the same weight in the calculation of the student's course grade.

5. RELATED POLICIES (not a comprehensive list)

- Academic Appeals
- Examinations
- Examinations – Re-read
- Examinations – Supplemental
- Student Code of Conduct: Academic

6. DEFINITIONS

An academic requirement is defined as a component of a student's assessment in a course that is required for course completion. Such an academic requirement can include, but is not limited to:

- any academic activity that is graded for the purpose of determining a student's final grade in a course
- mandatory attendance in labs, small groups, and clinical experiences
- systematic review and research thesis

Alternate assessments are examinations or assignments that have been rescheduled to a later date than the original assessment for valid reasons.

Business days are Monday through Friday (except holidays).

Extenuating circumstances are those that are beyond the control of the student. They may be unexpected and could include, but are not limited to illness or injury to themselves or others. In order to be considered, circumstances related to illness or injury must be comprehensively validated in terms of their limitation on academic functioning and student well-being by a health care professional who is licensed within the specific scope of practice. For circumstances not related to illness or injury, other supporting documentation must be provided on request.

New Policy Approved (date):	Deferred Examination Policy, April 26, 2012 (component C of Examination Policy-June 2011)
Policy Revision History (dates):	Deferral of Academic Requirements – April 27, 2017 August 30, 2018 November 24, 2022

-----**END OF POLICY**-----

7. PROCEDURES

1. A student who cannot satisfy the academic requirement as specified in the course outline at the scheduled time due extenuating circumstances must inform the Director of Education or Director of Graduate Studies at the earliest possible time. It is expected that unless there are circumstances that prevent it, notice of the extenuating circumstances will be provided prior to the due date of the academic requirement or exam date. Circumstances brought to the attention of the Director after a student's academic requirement or exam has been completed, will be excluded from consideration for a subsequent academic appeal.
2. For requests involving student illness and/or injury, the student must provide to the Director, a completed Verification of Illness and Injury form, a Request for a Deferred Academic Requirement and other relevant documentation, if any, at the earliest possible time prior to the due date of the academic requirement or exam date. If required, the Registrar will verify all documentation provided with the request for deferral. In certain cases, further documentation of the reasons for the request(s) may be required.
3. Supporting documentation for deferral requests will be reviewed by the Director but will not be retained. The student is expected to retain such documentation should it be required for future reference.
4. The Director of Education/Director of Graduate Studies will, within two business days of receiving notification of the missed academic requirement, notify the student of the decision.
5. If the student is approved for a deferral, the Director will provide the signed deferral form to the Registrar who will communication with the student regarding applicable fees. The confirmed documentation will be retained on the student file.

6. The deferred assessment will be scheduled by CMCC as soon as possible after the student's return to school.

New Procedure Approved (date):	Deferred Examination Policy – April 26, 2012
Procedure Revision History (dates):	Deferral of Academic Requirements – April 27, 2017 November 24, 2022

8. ATTACHMENTS

None.