

**POLICY GROUP:** NCT 100 – Student Records, Rights & Responsibilities  
**POLICY TITLE:** Missed Evaluations

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### **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.

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

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

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

**Interim Measure:** A course of action immediately imposed on a student before the College makes a final determination regarding the alleged misconduct.

**Mark:** Each Evaluation is given a mark based on its assessment. Each mark contributes to the final Grade.

**Personal Event:** Pre-planned/pre-scheduled event 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 the College, including but not limited to:

- Approved field trips/events; or
- Academic conferences.

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

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### **B. Purpose**

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

### **C. Scope**

This policy applies to all Niagara College students registered and attending classes at the Niagara College - Toronto (NCT) campus.

### **D. Policy Statements**

1. Programs may have procedures to support unique program needs. These program specific procedures must be consistent with this policy and can be found on the Teaching and Learning Plan and posted to CANVAS.
2. 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.
3. 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 (0). If they are deemed eligible to write a make-up or complete an alternate Evaluation, the Mark will be entered upon completion and assessment.
4. 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.
5. Students who miss a scheduled make-up Evaluation will receive a Mark of zero (0) for that particular Evaluation.

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6. False statements or documents used to obtain a make-up Evaluation will be treated as Academic Misconduct.
7. 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.
8. The date, time and location to make up any missed Evaluations for approved students will be communicated to students via their College email.
9. 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**

10. Students who intend to miss an Evaluation for a Sanctioned or Personal Event are responsible for submitting a completed Academic Consideration Request form to the faculty member(s) no less than five (5) business days **prior** to the Evaluation.
11. An Academic Consideration 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.
12. Rationale for the Academic Consideration Request for a Personal Event will be assessed by the faculty members, 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.
13. 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.

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### **Emergency Absence**

14. A student with an Emergency Absence may obtain approval for the absence within the five (5) 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 Academic Consideration Request form as soon as possible.

15. 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, timelines 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**

16. Students with permanent or temporary disabilities may have accommodations approved through the Accessibility Consultant with 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. The Accessibility Consultant can support these discussions as required.

### **Approved Absences**

17. If approved, the faculty member will provide reasonable opportunity for the student to make up the missed academic work or Evaluation. Students are ultimately responsible for meeting with the faculty member and completing assigned work.

18. The faculty member will determine if the Evaluation needs to be completed prior to, or after the original date of the missed Evaluation.

19. 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.

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**Unapproved Absences**

20. No alternatives to make up the missed academic 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**

21. Should a Academic Consideration Request be unreasonably denied, the student may request a review of the decision by the Academic Director, 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.

**E. Related Documents**

- Policy: NCT100 Academic Honesty
- Procedure: NCT100 Academic Misconduct
- Form: Academic Consideration Request

**F. Document History**

Date	Approval/Review/Key Change(s)
March 3, 2023	New