

Policy on Student Absenteeism, Missed Tests and Examinations

Category: Academic – Students, Teaching, Faculty

Approval: Senate

Responsibility: Office of the Provost and VP Academic

Date Approved: April 20, 2021

Application/Scope

This policy applies to students registered in undergraduate and graduate courses at Trent University.

Definitions

“Class” in this policy means any lecture, laboratory, seminar, or other University-sanctioned learning environment in which course content is delivered.

Policy Statement

Students are responsible for completing all mandatory course requirements, including attending classes, meeting assignment deadlines and completing examinations on the dates specified on their syllabus.

Normally students are not required to submit a doctor’s note or supporting documentation as part of their request for accommodation; however, when a student’s success in the course or program is in jeopardy, as determined by the instructor or chair/director, documentation may be requested. Under the Ontario Human Rights Commission (ORHC), a student cannot be asked to disclose the nature or diagnosis of an illness.

Students are required to be available for all tests, midterms, and exams that are scheduled by the instructor or the Office of the Registrar and listed in their course syllabus. Students can notify the Office of the Registrar of their wish to observe cultural or religious holidays during scheduled examination periods by the deadline set in the Academic Calendar. Personal travel plans are not acceptable reasons for missing tests, midterms, and exams. Adjustments and deferrals of tests and final examinations are not automatic. It is the student’s responsibility to email their instructor immediately if they are unable to fulfill academic requirements. Depending on the program, either the instructor or the chair/director may decide on alternative arrangements for exams and tests.

Specific SAS accommodations can be implemented for students registered with Student Accessibility Services (SAS), but it is the responsibility of the student to make these arrangements in advance, and to discuss accommodations of due dates with their instructors. Adjustments to dates for assignment submission, tests and final examinations are not automatic.

Contact Office: Office of the Provost and VP Academic

Date for Next Review: Fall 2023

Related Policies, Procedures, Documents & Guidelines

- Academic Calendar
- Accommodations for Students with Disabilities Policy
- Student Charter of Rights and Responsibilities
- Undergraduate Academic Integrity Policy
- Policy on the Protection of Personal Information
- Course Syllabus Policy
- Trent University Faculty Association Collective Agreement
- Trent/Fleming School of Nursing – Student Handbook

Policies Superseded by This Policy

None

Appendix A – To be Appended to All Syllabi

Syllabus Notice Regarding Absenteeism, Missed Tests and Exams

Students are responsible for completing all course requirements, including attending classes and meeting assignment deadlines as specified on their syllabus.

Adjustments and deferrals to dates for participation, assignment submissions, tests, midterms and final examinations are not automatic. It is the student's responsibility to email their instructor immediately if they are unable to fulfill academic requirements.

Courses delivered remotely may involve student participation in scheduled (synchronous) classes via web-based platforms, such as Zoom. Students unable to participate (i.e., by video and/or audio) should email their instructors to request alternative arrangements for participation in these scheduled (synchronous) classes.

Students are required to be available for all tests, midterms and exams that are listed in their course syllabus and scheduled by their instructor or the Office of the Registrar. Depending on their program, the instructor or the chair/director may decide on alternative arrangements for exams and tests. Normally a doctor's note or supporting documentation is not required; however, when a student's success in the course or program is in jeopardy as determined by the instructor or chair/director, documentation may be requested.

Specific SAS accommodations can be implemented for students registered with Student Accessibility Services (SAS), but it is the responsibility of the student to make these arrangements in advance as per SAS guidelines, and to discuss accommodations of due dates with their instructors.

Students can notify the Office of the Registrar of their wish to observe cultural or religious holidays during scheduled examination periods by the deadline set in the Academic Calendar. Personal travel plans are not acceptable reasons for missing tests or exams.