

Classification: Academic
Policy Owner: Academic Governance Table
Approval Authority: Vice-President Academic
Approval Date: August 16, 2021
Effective Date: September 7, 2021

Associated Policy/Procedure/Guideline: See below.

Hodinohsó:ni’ concept: *In accordance with the organizational values of Kanikoriiio that guide all involved with Six Nations Polytechnic, SNP values course feedback as an essential component of all courses offered by SNP.*

PURPOSE

- 1.0 To provide appropriate accommodation opportunities for learners who miss work due to medical and personal circumstance. This policy seeks to balance the needs and requirements of all learning community stakeholders, including but not limited to: students, instructors and administrators. It is the prerogative of the course instructor to determine the appropriate relief for missed work in their course.
- 2.0 All student requests made under this policy should be conducted with a commitment to academic integrity. The institutional (instructor and administrative) response to such requests should also be done in a manner to provide reasonable accommodation. All parties operating under this policy shall conduct themselves in accordance with the organizational values of *Kanikoriiio*.

SCOPE

- 3.0 This policy **cannot** be used for:
 - 3.1 Academic work that has already been conducted, completed, or attempted (including the viewing and/or partial completion of online assessments/quizzes, etc);
 - 3.2 To seek accommodation for the purposes of religious and spiritual observances;
 - 3.3 To seek accommodations for the purposes of permanent or temporary disability; or
 - 3.4 To apply for relief for any final examination or equivalent final assessment.

MISSED STUDENT WORK POLICY

SNP Missed Student Work Form

4.0 The SNP Missed Student Work Form has two streams:

- 4.1 **STREAM #1: Student Self-Reporting**
- 4.2 **STREAM #2: Escalated Relief Requests**

5.0 **REQUEST FOR RELIEF STREAM #1 – STUDENT SELF REPORTING**

5.1 Requests under Stream #1 (Student self-reporting) have the following eligibility requirements:

- 5.1.1 Missed academic work must be worth less than 25% of the final grade, resulting from medical or personal situations lasting up to three (3) calendar days.
- 5.1.2 Only one request per term may be made with the student self-reporting tool.
- 5.1.3 Supporting documentation is not required for self-reporting under stream #1
- 5.1.4 applies only to work that is due within the period for which the request applies, i.e. the 3-day period that is specified in the “Missed Academic Work Self-Reporting Form”; however, all work due in that period can be covered by one request.
- 5.1.5 Requests for relief must be received within a five (5) day period of the missed deadline.

5.2 Students must complete the “*Missed Academic Work Self-Reporting Form*”, and send that to Student Affairs.

5.3 SNP will contact the course instructor to advise them of the missed work relief request.

5.4 The course instructor will determine the appropriate relief for missed work.

5.5 It is the student’s obligation to follow-up with the course instructor to confirm an agreed upon course work alternative/relief plan. Failure to do so may negate the opportunity for academic relief.

6.0 **REQUEST FOR RELIEF STREAM #2 – ESCALATED RELIEF REQUESTS**

6.1 Requests under Stream #2 (Escalated Relief Requests) have the following eligibility requirements:

- 6.1.1 Medical or personal situations lasting more than three (3) calendar days; and/or
- 6.1.2 Missed academic work worth 25% or more of the final grade; and/or
- 6.1.3 Any request for relief in a Term where the “Missed Academic Work Self-Reporting Form” tool has been used previously in that Term.

- 6.2 Students must complete the “Missed Academic Work Self-Reporting Form”, and send to Student Affairs. Requests made under Stream #2 (Escalated Relief Requests) **also** requires the student to submit verification documentation to support their request for relief (e.g. “Six Nations Polytechnic Student Health Form”).
- 6.3 SNP will contact both the Unit Manager as well as the course instructor to advise them of the missed work accommodation request.
- 6.4 The Student Affairs Manager (or designate) will be the SNP representative to assess and authenticate the supplemental documentation submitted by the learner requesting relief under Stream #2.
- 6.5 The course instructor with approval of the Unit Manager will determine the appropriate relief for missed work.
- 6.6 It is the student’s obligation to follow-up with the course instructor to confirm an agreed upon course work alternative/relief plan. Failure to do so may negate the opportunity for academic relief.

7.0 **REQUIRED DOCUMENTATION**

- 7.1 If the reason for a request for relief is medical, the “Six Nations Polytechnic Student Health Form” covering the relevant dates must be submitted. The student must be seen by a physical or mental health care practitioner at the earliest possible date, normally on or before the date of the missed work and the health care practitioner must verify the duration of the students’ absence.
- 7.2 If the reason is non-medical, appropriate documentation with verifiable origin covering the relevant dates must be submitted, normally within three (3) business days.
- 7.3 In some circumstances, students may be advised to submit a “Petition for Special Consideration”.

8.0 **PRIVACY**

- 8.1 All personal information, including supporting documentation (e.g. personal health information) requested by Six Nations Polytechnic to facilitate relief requests shall be handled in accordance with the Freedom of Information and Protection of Privacy Act.

FREQUENCY OF REVIEW & POLICY REVIEW SCHEDULE

This policy shall be reviewed every 3 years from the last date of revision.