

DeGroote Missed Course Work Policy

DEGROOTE SCHOOL OF BUSINESS

The Faculty of Business has approved the following policy:

When students miss a regularly scheduled mid-term test for legitimate reasons, as adjudicated by the Academic Programs Office (APO), the options will be as follows:

- 1) A re-write date will be coordinated by the APO (provided the instructor is willing to offer a re-write)
- 2) The weight for that test will be redistributed across other components of the course as deemed most appropriate by the instructor.
- 3) For non-Commerce courses, students must speak with the instructor to determine the appropriate course of action.

REPORTING AN ABSENCE

OPTION 1: Students are to submit their petition request on-line via the McMaster Student Absence Form (MSAF): <https://pinjap01.mcmaster.ca/msaf/>

Students may submit a maximum of **one (1)** Academic Work Missed request **per term**. It is the student's responsibility to follow up with the instructor immediately regarding the nature of the relief.

Please note that students can report absences using the MSAF system **only for components worth less than thirty percent (30%) of the final grade**. If the missed component is worth 30% of the final grade or more, students are expected to follow the procedures detailed in Option 2.

Should a student submit an absence through MSAF for tests/components worth thirty percent (30%) or more, he/she will be investigated for having committed academic dishonesty.

OPTION 2:

If a student is absent for more than 5 days or exceeds the **one (1)** MSAF request per term, he/she must visit the Academic Programs Office. Documentation supporting, explaining and validating the situation around the absence must be provided to the APO within **five (5) working days upon returning to school**.

Please see the following for APO forms: <http://www.degroote.mcmaster.ca/UG/register.html>

All sections of the Petition must be completed and the student's signature must be on the form. The student must provide documentation from an appropriate third party verifying the situation.

- If the absence is for medical reasons, a signed McMaster University Student Medical Certificate from the physician is required. University policy states that "the student must be seen by a physician at the earliest possible date, normally on or before the date of the missed work".
- If the absence is due to a death of a family member or a friend, a letter from the funeral home confirming the student's attendance at the funeral is required.

OPTION 3:

If the absence is due to other circumstances, third party documentation which must verify the date for which the student is requesting special accommodation is required.

Please see below:

- Citizenship Court (official judicial notice is required)
- Jury Duty (official judicial notice is required)
- Wedding (if either of the prospective spouse is a member of the student's immediate family or the student is in the wedding party, copy of wedding invitation / letter from either spouse is required)
- MSU / DCS sanctioned events where the student is representing the University or DeGroote (letter on official MSU / DCS letterhead confirming attendance at the event is required)
- Graduation Ceremonies where the student is graduating (copy of the invitation from the student's high school is required)
- Case Competitions (letter from the instructor supervising the team is required)
- UBG Games (letter from the DCS president confirming attendance is required)
- Kipling Ceremony (letter from Engineering confirming attendance is required)
- Job Interviews (letter from the potential employer on company letterhead is required)
- Work-related training (letter from employer on company letterhead is required)
- Employer/Professional Development events (confirmation from employer on company letterhead is required)

OPTION 4:

Students unable to write at the posted mid-term examination time due to the following reasons:

- religious obligation
- work-related (for part-time students only)
- representing the University at an academic or varsity athletic event (please follow Athletics & Recreation's procedures:
http://marauders.ca/sb_output.aspx?form=47&tab=academicconflicts)
- conflicts between two overlapping scheduled mid-term examinations

Students must submit these requests to the APO at least ten (10) working days before the scheduled component along with acceptable documentation. There may, or may not, be an alternatively scheduled mid-term test. If not, the course component will be re-weighted to other components of the course.