

	Approved by: <b>Academic Coordinating Committee</b>
	Authorizer: <b>Executive Dean, Academic Administration</b>
	Effective Date: <b>September 1, 2007</b>
<b>Procedure Title: Clearance of Academic Deficiency</b>	

**Procedure Statement:**

Students may be eligible for a supplemental opportunity. According to the Clearance of Academic Deficiency policy, supplemental work or examination will be granted on the following conditions:

- The failing grade must be no less than 50% unless otherwise stated by the school.
- If the minimum passing grade for the course is 60% or higher, the minimum failing grade must be no less than 10% below that grade

Supplemental opportunities occur at the end of an academic semester once a final grade has been posted for a course.

**Scope:**

This procedure applies to all students registered in Conestoga programs and courses.

**Definitions:**

**Academic Team**

- Heads of schools, program chairs, program coordinators and faculty members who are responsible for academic content and delivery.

**Faculty Member**

- Person/s responsible for the teaching/learning process. This includes Technologists who under the direction of faculty perform specific functions related to the academic process.

**Program Handbook**

- A reference guide containing academic information pertinent to the student's program of study including contact information, promotion standards, academic rules and regulations specific to that program and any other information that the program's academic team or school identifies as being useful to the students in that program.

**Responsibilities**

**Academic Team:**

- Establish and publish the standard associated with the clearance of academic deficiencies.
- Communicate the standards to students through the program handbooks.
- Post the final grade for the course.

- Make the academic decision as to whether the student meets the stipulated standards/requirements for a supplemental opportunity.

**Procedure**

1. The student completes the Supplemental Authorization and Terms Form (RO 479) within the deadline established by the academic team. The student submits the form to the faculty responsible for the course or the designate determined by the academic program.
2. The faculty member or their designate determines the student’s eligibility to clear an academic deficiency.
3. The faculty member/designate determines the terms of the supplemental evaluation whether it is a supplemental exam or requires the student to do supplemental work.
  - a. Supplemental exams will be administered within the timeframe established by the academic team.
  - b. If the student is required to do supplemental work, the faculty member will establish the deadline and the conditions under which the work needs to be completed.
4. The terms of the supplemental are documented on the Supplemental Authorization and Terms Form (RO479). The form is signed by the student and the approved member(s) of the academic team.
5. The student registers for the supplemental with the registrar’s office by submitting the form, with approved signatures, and the supplemental fee within the five working days stipulated above.
  - a. Pending the conclusion of the supplemental process, the student may continue to attend classes in the course(s) for which the course (in which the supplemental is being done) is a prerequisite.
  - b. If unsuccessful, the student will be required to drop the subsequent course.
6. The faculty member communicates the outcome of the supplemental to the student. If the student is successful, a Marks/Academic Decision Change Form (RO 477) will be completed by the faculty member. The original mark will be changed to the minimum passing grade for the course.

**References:**

Clearance of Academic Deficiency Policy  
 Supplemental Authorization and Terms Form (RO 479)  
 Marks/Academic Decision Change Form (RO 477)

**Revision Log:**

Revision Date	Summary of Changes
2007-08-14	Academic Forum – Approved
2007-09-05	Academic Coordinating Committee - Approved
2009-12-21	Academic Administration - revised
2011-01-21	Policies and Procedures Committee – revisions approved
2011-01-26	Academic Coordinating Committee – Revisions Approved