

	Approved by: ACC
	Authorizer: Executive Dean, Academic Administration
	Effective Date: September 1, 2007
Policy Title: Clearance of Academic Deficiency	

Policy Statement: During a student’s academic career, there may be occasions when the student’s performance results in a failing grade for a course. Conestoga grants students the opportunity to raise this grade to the minimum passing grade under specific circumstances.

Scope: This policy applies to all students in post secondary programs and courses. It is the responsibility of the academic team to publish the documentation associated with the clearance of academic deficiencies relating to their program areas, in accordance with Conestoga’s policies and procedures.

Definitions:

Academic Team:

- Academic team includes heads of schools, program chairs, program coordinators and faculty members who are responsible for the academic content and delivery.

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.

Evaluation:

- Any evaluation contributing marks toward a student’s final grade. This includes, but is not limited to, assignments, tests, exams, quizzes, and projects.

Supplemental:

- May be an exam or additional work required to clear an academic deficiency

Supplemental evaluation:

- An evaluation of any type that assesses the ability of a student to clear an academic deficiency (i.e. supplemental work, supplemental exams – see *definition below*).

Supplemental work: The opportunity for a student to complete a final assignment, project or other evaluation which would replace the final assignment, project or other evaluation for which the student received a failing grade.

Supplemental exams: Exams which, although the questions/directions may be different, cover the same content and with the same emphasis as an original final or term exam.

Policy Elaboration

Opportunities for the clearance of an academic deficiency will arise after the submission of a final failing grade for a student in a course. Since the supplemental evaluation opportunity is triggered by a failing grade, the supplemental will take the form appropriate to the failed course. The supplemental may be comprehensive in nature or require the student to repeat failed parts of the course.

The student must indicate an intention to clear an academic deficiency within five working days after the final grade is posted for the course provided the student meets the eligibility requirements to complete supplemental work or examination as outlined in this policy and in the program's handbook.

1. Supplemental exams will be administered within a timeframe established by the academic team. If the student is required to do supplemental work, a member of the academic team will establish and communicate the deadline and the conditions under which the work needs to be completed.

Students will be required to pay the supplemental fee as established by the Registrar's Office.

Criteria for the opportunity to clear an academic deficiency

1. The acceptable range for a supplemental will be established and communicated to students through their program handbook.
2. There is to be only one supplemental opportunity granted for a course.
3. The number of supplemental opportunities permitted in a program will be determined by the academic team and communicated to students through their program handbook.
4. There must be evidence of passing at least one evaluation in the course.
5. There must not be any registered academic offences in the semester.
 - a. In exceptional circumstances this criteria may be waived by the academic team.
6. Failure in the supplemental will result in no change to the original course grade. Successful completion of the supplement evaluation will result in the minimum passing grade being awarded.
7. The final grade as a result of the supplemental will be automatic and is ineligible for appeal.

Revision Log:

Revision Date	Summary of Changes
2006-11-01	Replaces the ISO Work Instruction on Supplementals 2003
2007-08-14	Academic Forum - Approved
2007-09-05	Academic Coordinating Committee - Approved
2009-07-23	Academic Forum – Approved revisions to criteria by e-mail
2011-01-21	Policies & Procedures Committee – Approved Revisions
2011-01-26	Academic Coordinating Committee – Approved Revisions