



## **CLEARANCE OF ACADEMIC DEFICIENCY POLICY**

Authorizer: Vice President Academic /Student Affairs & Human Resources

Version: V4

Effective Date: September 1, 2007

### **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. As such, there may be variances in supplemental practice among schools that are documented in the program handbooks for the current academic year.

### **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**

A 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 an assignment, project or other evaluation to demonstrate having met course outcome(s). Supplemental work may be a final assignment, project or other evaluation which would replace the final assignment, project or other evaluation for which the student earned a failing grade.

## **Supplemental exam**

A test completed at a specified time with questions that assess having met course outcome(s).

## **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 and aligned with course outcomes. The supplemental may be comprehensive in nature or require the student to repeat failed parts of the course

The student must request a supplemental opportunity within five working days after the final grade is posted for the course. It is the student's responsibility to demonstrate that the eligibility requirements are met.

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 and criteria for a supplemental evaluation will be established and communicated to students through their program handbook.
2. The criteria to assess Conestoga student eligibility for a supplemental evaluation are defined by college policy and the academic team (program handbook):
  - a. Final course grade
  - b. Academic offence in the course
  - c. Student attendance (as per the program handbook)
  - d. Evidence of passing at least one evaluation in the course (as per the program handbook)
  - e. Maximum number of supplementals per semester/ program (as per the program handbook)

Note: Academic teams decide how and whether supplemental evaluation criteria c, d and e will be applied. Supplemental evaluation criteria will be recorded in program handbooks.

3. To be considered for a supplemental evaluation, the final failing grade in a course must be no less than 50%. 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.
4. A supplemental evaluation will not be granted for a course in which a student has received an academic offence. An academic incident resulting in a warning is not considered an academic offence.
5. If a student has an academic offence in a course, they may be eligible for a supplemental evaluation in another course that semester as long as all supplemental criteria are met for the course.
6. There is to be only one supplemental opportunity granted for a course in that academic semester.
7. 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.
8. The final grade as a result of the supplemental will be automatic and is ineligible for appeal. Only one supplemental opportunity is given for a course in an academic semester.
9. Any of these criteria may be waived given exceptional circumstances and with approval of the Dean/Executive Dean and consultation with the Registrar.

**REVISION LOG:**

August 14, 2007	Academic Forum
July 23, 2009	Academic Forum
January 21, 2011	Policies and Procedures Committee
January 26, 2011	Academic Coordinating Committee
June 20, 2019	Academic Forum
August 21, 2020	Academic Forum