



CLEARANCE OF ACADEMIC DEFICIENCY PROCEDURE

Authorizer: Vice President Academic /Student Affairs & Human Resources

Version: V3

Effective Date: September 1, 2007

Procedure Statement: Students may be eligible for a supplemental opportunity based on the criteria identified in the Clearance of Academic Deficiency policy.

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 based on the five criteria, two of which must be included as per College Policy (academic offence in the course and final course grade) and three of which may be included as per Academic Team decision (student attendance, evidence of passing at least one evaluation in the course and maximum number of supplementals per semester/program).
- 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 five working days. The student submits the form to the faculty member 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/designate 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:

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