

Guidelines for accommodating students taking part in competitions

Faculty of Health Sciences (adopted at Faculty Council on June 23, 2005)

In order to recognize efforts made by some of our students to excel in their academic and athletic or artistic pursuits, the Faculty of Health Sciences recommends that you consider taking measures to accommodate students participating in: (a) competitions at the local level (where these are the gateway to higher level competitions) or at the provincial, national or international level or (b) extra or special practice sessions or rehearsals for these competitions. The Faculty of Health Sciences recommends professors follow these procedures:

1. Ask the student who must be absent from class, postpone the due date for an assignment or defer an exam, to provide a letter signed by the appropriate person (e.g., coach) confirming the date of the event(s), practices or rehearsals and the requirement for the student to attend.

2. **(A) Absence from class, postponed (non-final) assignment due date, deferred (non-final) exam:**
 - i. Upon receipt of the letter indicated in 1 above, authorize the student's request and without penalty.
 - ii. In addition, advise the student of the process for obtaining missed course notes, getting material that covered in class, taking the exam or handing in the assignment.

- (B) Postponed final assignment due date, deferred final exam:**
 - i. Upon receipt of the letter indicated in 1 above, ask the student to complete and sign [Request for a deferred mark form](#), also available from the academic secretariat. Ask the student to also: (a) have the form signed by the director of their program or school and (b) deliver the form with all signatures to the academic secretariat.
 - ii. Finally, advise the student on the procedure for writing the deferred exam or submitting the final assignment at a later date.