



# PROCEDURE

Procedure Number: AOP 230	Procedure Title: Student Participation in Formal College Activities
Supersedes Existing Policy? N	Procedure Owner: Senior Vice-President Academic
Associated Policy: Y	Date Last Approved by CET: August 2017

## 1 Purpose

The purpose of this policy is to provide a mechanism to address evaluations missed by students participating on Varsity Athletics teams, Student Government, the College Board of Governors or other formal College activities.

## 2 Application

This policy applies to all Loyalist College students engaged in formal College activities.

## 3 Student Requests for Accommodation for Participation in Formal College Activities

- 3.1 Students participating in Varsity Athletics, Student Government, the College Board of Governors or any other formal College activity will be required to complete a Participation Form and submit it to the Program Coordinator at the beginning of each semester that the student is involved with this group and/or event, or as soon as possible, when the event dates are confirmed. The Program Coordinator will communicate this to the faculty and send an electronic copy of the form to the Office Coordinator. Electronic copies of these forms will be kept on the P Drive by the Office Coordinator.
- 3.2 If a student requires accommodations to be made for an evaluation or assignment, the student will submit a written request using the Student Accommodation Request Form (Appendix B) for a rescheduled evaluation or assignment due date, stating the reasons for the absence to the faculty member, with a copy to the Program Coordinator 10 working days prior to the scheduled date, when possible. Exceptions to these timelines will be made only in circumstances when the event or athletic contest is in conflict with the course evaluation and has been scheduled less than 10 days from the evaluation.
- 3.3 The faculty member will respond in writing to the student's request using the Student Accommodation Request Form within five working days, or sooner if the date of the conflicting event is prior to that, to set the date of the rescheduled evaluation or accommodation to be provided. The faculty member will also send an electronic copy to the Program Coordinator and Office Coordinator to be filed on the P Drive.
- 3.4 If an accommodation presents a challenge to either party, the faculty member will consult with the Dean or designate for a solution.
- 3.5 If a classroom is not available for the test, the Academic Testing Centre (ACT) will be used at no cost to the student.

3.6 If the student believes the accommodation offered is unfair, the student may appeal the decision as per the Academic Appeal Policy (AOP 231).

#### **4 Related Documents or Links**

- AOP 224: Evaluation of Student Performance
- AOP 231: Academic Appeal Process
- Appendix A: Student Participation Form
- Appendix B: Student Accommodation Request Form

#### **5 References**

N/A