

**AA22****Student Participation in Athletics, on the Students' Association Board of Directors, or in Military Service**

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1988-11-02
Date Last Reviewed:	2024-05-03
Date to Complete Mandatory Review:	2029-05-03

**PURPOSE**

To provide a mechanism to address evaluations that will be missed by students participating on College Athletics teams, student government or military activities.

**SCOPE**

Students on the College Varsity Athletic teams, the Board of Directors of the Students' Association, and in the Canadian Armed Forces.

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
Academic Administrator	An Academic Administrator is a Program Chair, Academic Manager, Associate Chair, Dean, Testing Services Manager, or designated decision-maker
Evaluation	A formal measurement of how a student has demonstrated their achievement of the course learning requirements.
Military-friendly	A categorization based on the Military, Veteran, Family (MVF) self-assessment for educational institutions that demonstrate a commitment to integrate and support military members and veterans.
Military Service	Employment as a member of the Canadian Armed Forces.

**POLICY**

1. As the participation of students in Athletics and Student Government benefits the College as a whole, the College will recognize the time commitment required of students who are members of the College Varsity Athletics teams and the Board of Directors of the Students' Association by rescheduling evaluations, if requested.
2. As a military-friendly institution, the College will recognize the time commitment required of students who are members of the Canadian Armed Forces by rescheduling evaluations, if requested.

3. At the start of each term, students involved in Varsity Athletics, Student Government or Military activities will notify their faculty member and Academic Administrator of their role, and together will review this policy to acquaint themselves with their respective roles and responsibilities.
4. Students are to notify their faculty member or Academic Administrator of their need for a rescheduled evaluation prior to the scheduled date with as much notice as possible.
5. When necessary, faculty members are to extend reasonable consideration to members of College Varsity Athletics teams, the Board of Directors of the Students' Association, and the Canadian Armed Forces by:
  1. extending deadlines for submission of assignments, lab reports, and similar projects;
  2. giving alternate assignments;
  3. being lenient about class attendance, late arrival to or early leaving from classroom sessions, and
  4. adjusting, where possible, the regular academic timetable of the student to facilitate the Athletics, Student Government, or Military activities.
6. In the case of a missed evaluation, policy AA21 Deferred Evaluation should be utilized.
7. If the student believes the accommodation is unfair, the decision can be appealed to the Academic Administrator as per policy AA19 Academic Appeals.

## PROCEDURE

	<b>Action</b>	<b>Responsibility</b>
1.	Submit a written request for a rescheduled evaluation, stating the reasons for the absence, to the faculty member ten (10) business days prior to the scheduled date. The requirement for ten (10) business day prior notice should be waived in the event that the Chairs of the Standing Appeal Committee or the Student Conduct Board call a meeting within a shorter time period.	Student
2.	Acknowledge the student's request within two (2) business days* and advise of the date of rescheduled evaluation or accommodation within five (5) business days*. In the event that the ten (10) business day prior notice is waived, respond to the student's request with all reasonable expediency.  *Response time exception for College Mid-Term Breaks.	Faculty member
3.	If accommodation presents a challenge, consult with the Academic Administrator for a solution.	Faculty member
4.	If the student believes the accommodation offered is unfair, appeal the decision to the Academic Administrator or Dean.	Student

## RELATED POLICIES

AA19 Academic Appeal  
AA21 Deferred Evaluation