

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

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:	2019-03-05
Mandatory Review Date:	2024-03-05

PURPOSE

To provide a mechanism to address evaluations missed by students participating on College Athletics teams and student government

SCOPE

Students on the College Varsity Athletic teams and the Board of Directors of the Students' Association

DEFINITIONS

Word/Term	Definition
Academic Administrator	Program Chair, Course Chair, or Academic Manager
Evaluation	A formal measurement of student learning that may include, but is not limited to, an examination, test, assignment or project

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 Student Association by rescheduling evaluation sessions, if requested.
2. At the start of each semester, students involved in Varsity Athletics and/or Student Governance 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.
3. 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.
4. When necessary, faculty members are to extend reasonable consideration to members of College Varsity Athletics teams and the Board of Directors of the Student Association by:

- 4.1 extending deadlines for submission of assignments, lab reports, and similar projects;
 - 4.2 giving alternate assignments;
 - 4.3 being lenient about class attendance, late arrival to or early leaving from classroom sessions, and
 - 4.4 adjusting, where possible, the regular academic timetable of the student to facilitate the Athletics or Student Government activities.
5. In the case of a missed evaluation, a revised evaluation will be rescheduled as soon as possible after the original date.
6. If the student believes the accommodation is unfair, the decision can be appealed to the Academic Administrator.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Submit a written request for a rescheduled evaluation, stating the reasons for the absence, to the faculty member ten (10) working days prior to the scheduled date. The requirement for ten (10) working 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. Respond to student's request within five (5) working days, setting date of rescheduled evaluation or accommodation to be provided. In the event that the ten (10) working day prior notice is waived, respond to the student's request with all reasonable expediency.	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.	Position responsible

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

AA13 Evaluation of Student Learning
AA19 Academic Appeal

RELATED MATERIALS

None