

## Policy on Requesting Make-Up Exams & Late Assignment Submissions

### A. What to submit?

All request forms and supporting documents must be submitted in **hardcopy in their original form**. **Scanned/faxed/photographed copies are not accepted.**

The instructor and the School of Health Policy & Management have the right to request valid supporting documents. **All supporting documents are non-returnable.** *Examples include:*

#### a) Medical Circumstances

- [Attending Physician's Statement](#)

**NOTE 1:** Other forms of medical notes are **not** accepted.

**NOTE 2:** A student claim of a headache, stomach ache, nausea or cold documented in the Attending Physician's Statement as the indication for illness will not be accepted.

#### b) Non-Medical Circumstances

- **Death of direct family members** - death certificates, obituary notice, notice of funeral services, etc.
- **Vehicle accidents** - automobile accident reports, etc.
- **Emergency travel** – airline tickets with boarding passes, bus/train tickets, etc. The date that travel was booked on must be clearly shown. Airline/train/bus ticket/receipts for emergency travel must indicate destination, departure, and return dates.
- **Disability Accommodation**
  - (1) If you are seeking **anticipated** accommodations, submit your Letter of Academic Accommodation issued by the Counselling and Disability Studies at York University
  - (2) If your request is for **unforeseen circumstances** related to a documented disability, your Disability Counsellor can provide supporting documentation if you have maintained contact during the term.

The following tables outline the **request forms and supporting documents** to be submitted and the submission deadlines.

**Reasons due to Unforeseen Circumstances**

<b>Course Work</b>	<b>Forms</b>	<b>To Whom/Where to Submit</b>	<b>Deadlines for Seeking Approvals</b>
<p>Unable to submit <b>outstanding course work</b> by due date</p> <p><b>BUT</b></p> <p>Able to submit by the last date of classes</p>	<p>No forms are required</p>	<p>Negotiate with, and seek approval from, the Instructor directly by email</p>	<p>No later than 1 calendar day after the unforeseen circumstance occurred</p>
<p>Unable to write <b>Mid-term Exam</b> at the scheduled time</p>	<p><a href="#">Missed Test Documentation Form</a></p>	<p>The School of Health Policy &amp; Management (Room 403, HNES Building)</p>	<p>No later than 7 calendar days following a missed exam</p>
<p>Unable to write the <b>Final Exam</b> at the scheduled time</p> <p><b>OR</b></p> <p>Unable to submit <b>outstanding course work</b> by the last date of classes</p>	<p><a href="#">Final Exam/Assignment Deferred Standing Agreement</a></p>	<p>The School of Health Policy &amp; Management (Room 403, HNES Building)</p>	<p>No later than 7 calendar days following either the missed exam or the last day to submit course work</p>

**Reason: Religious Accommodation**  
(Requests need to be submitted well in advance)

Course Work	Forms	To Whom/Where to Submit	Deadlines for Seeking Approvals
<b>Assignments</b>	No forms are required	Negotiate with, and seek approval from, the Instructor directly by email	No later than 14 calendar days <b>prior to</b> the assignment deadline
<b>Mid-term Exams</b>	<a href="#">Missed Test Documentation Form</a>	The School of Health Policy & Management  (Room 403, HNES Building)	No later than 14 calendar days <b>prior to</b> the exam date
<b>Final Exam NOT</b> held during the official exam period in December or April	<a href="#">Religious Accommodation Agreement</a>	The School of Health Policy & Management  (Room 403, HNES Building)	No later than 14 calendar days <b>prior to</b> the exam date
<b>Final Exam</b> held during the official exam period in December or April	<a href="#">Religious Accommodation Agreement</a>	The School of Health Policy & Management  (Room 403, HNES Building)	No later than 3 calendar weeks <b>prior to</b> the start of the examination <b>period</b>

**Reason: Disability Accommodation**  
(Requests need to be submitted well in advance)

Course Work	Forms	To Whom/Where to Submit	Deadlines for Seeking Approvals
Unable to submit <b>outstanding course work</b> by due date  <b>BUT</b>  Able to submit by the last date of classes	No forms are required	Negotiate with, and seek approval from, the Instructor by submitting a Letter of Academic Accommodation	No later than 14 calendar days <b>prior to</b> the assignment deadline
Unable to submit <b>outstanding course work</b> by the last date of classes	<a href="#">Final Exam/Assignment Deferred Standing Agreement</a>	Negotiate with, and seek approval from, the School of Health Policy & Management (Room 403, HNES Building) by submitting a Letter of Academic Accommodation	No later than 14 calendar days <b>prior to</b> the assignment deadline

## **B. Who Makes the Decision?**

Decisions about requests for make-up **mid-term exams** and requests to submit **course work by the last day of classes** are decided by the instructor.

Decisions about requests for make-up **final exams** and requests to submit **course work after the last day of classes** are decided upon by a committee of the School of Health Policy & Management.

**Approvals are not guaranteed in either case.**

## **C. If Your Request is Approved ...**

If an extension is granted for an **assignment**, the new deadline is firm and no further extensions will be considered.

If a **make-up exam** request is approved, the student must be prepared to write a make-up exam at a date set by the School of Health Policy & Management. This date is not negotiable. Students deferring more than one exam should note that they may be writing multiple exams on the same deferred exam date. Although the content to be examined will be the same, the format may or may not follow that of the original test/examination.

## **D. If Your Request is Not Approved ...**

Instructor decisions on requests pertaining to make-up **mid-term exams** and requests to submit **course work by the last day of classes** are final - there are no options to appeal. Late assignments will be subject to mark deductions as detailed in the course outline. You will receive a grade of zero for the missed exams.

Committee decisions on requests pertaining to make-up **final exams** and requests to submit **course work after the last day of classes** may be petitioned through the Registrar's Office. Follow the instructions posted on the [Registrar's Office website](#).

## Important Course Information for Students and Instructors

The Senate Academic Standards, Curriculum and Pedagogy (ASCP) provide a Student Information Sheet that explains the followings.

1. [Academic Honesty and Integrity](#)

*The offering for sale of, buying of, and attempting to sell or buy test banks (banks of test questions and/or answers), or any course specific test questions/answers is not permitted in the Faculty of Health. Any student found to be doing this may be considered to have breached the Senate Policy on Academic Honesty. In particular, buying and attempting to sell banks of test questions and/or answers may be considered as “Cheating in an attempt to gain an improper advantage in an academic evaluation” (article 2.1.1 from the Senate Policy) and/or “encouraging, enabling or causing others” (article 2.1.10 from the Senate Policy) to cheat.*

2. [Access/Disability](#)

3. [Ethics Review Process](#)

4. [Religious Observance Accommodation](#)

5. [Student Conduct in Academic Situations](#)

### Additional information

**A. Important University Sessional Dates**

You will find classes and exams start/end dates, reading/co-curricular week, add/drop deadlines, course withdrawal period (withdraw from a course and receive a grade of “W” on transcript), holidays, University closings and more on the [Registrar’s Office website](#)

**B. Tuition Refund Table**

You may be eligible for a full or partial refund depending on when you de-enroll from courses. Refer to the dates posted on the [Office of Student Financial Services website](#).

**C. Referencing Style**

A referencing style approved by the course director must be used for all assignments and essays. As examples, this may include APA, AMA, MLA. York University Libraries provide [manuals](#).

**D. Writing and Learning Skills**

You are strongly encouraged to seek assistance from the following university units.

1. [Writing Centre](#)
2. [Learning Commons](#)
3. [Learning Skills Services](#)

**E. Undergraduate Grading Scale**

Refer to the [Registrar’s Office website](#) for details.

**F. Grading Scheme and Feedback Policy**

Refer to the [University Policy](#) for details.

**G. 20% Rule**

No examinations or tests collectively worth more than 20% of the final grade in a course will be given during the final 14 calendar days of classes in a term. The exceptions to the rule are classes which regularly meet Friday evenings or on Saturday and/or Sunday at any time, and courses offered in the compressed summer terms. **(Note: Final course grades may be adjusted to conform to Program or Faculty grades distribution profiles.)**

**H. Final Grade Reappraisals**

Refer to the [Registrar's Office website](#) for details.

**I. Pass/Fail Legislation**

Refer to the [University Policy](#) for details.

**School of Health Policy and Management**

**Assignment Attachment Form**

**Student Name:**

**Student Number:**

**Course Code:**

**Assignment Title:**

**Due Date:**

**Tutorial Leader (if applicable):**

**Please check each box after reading, to acknowledge agreement with each statement.**

- I have read and understand the Senate Policy on Academic Honesty found on website at the following [York Secretariat website on Academic Honesty](#).
- I have read and understood the assignment submission described in the course outline (syllabus)
- I have read and understood the criteria used for assessment in this assignment
- I have read and understood and followed the referencing guidelines required for assignments submitted at York University
- This assignment is entirely my own work, except where I have given documented references to work of others
- This assignment or substantial parts of it has not previously been submitted for assessment in any formal course of study, unless acknowledged in the assignment and previously agreed to by my Tutorial Leader and Course Director
- I understand that this assignment may undergo electronic detection for plagiarism and a copy of the assignment may be retained on the database and used to make comparisons with other assignments in the future

Signature: \_\_\_\_\_

Date: \_\_\_\_\_