

## COLLEGE POLICY

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<b>POLICY TYPE:</b>	<b>ACADEMIC</b>
<b>POLICY TITLE:</b>	<b>Missed Final Examinations</b>
<b>POLICY #:</b>	<b>ACAD - 107</b>
<b>RESPONSIBILITY:</b>	<b>Vice President, Academic</b>
<b>POLICY APPROVED BY:</b>	<b>Durham College Leadership Team</b>
<b>EFFECTIVE DATE:</b>	<b>June 2008</b>
<b>REVISED:</b>	
<b>REVIEW DATE:</b>	<b>June 2011</b>

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### Introduction

Durham College strives to ensure that students succeed in a challenging, yet supportive learning environment. Pursuant to our mission, vision and values, affording students an opportunity to remediate their grades as a result of missed final examinations balances academic integrity with student success.

### Purpose

This policy provides a mechanism for promoting college-wide consistency in the administration and facilitation of missed final examinations.

### Definitions

**Exam Period** refers to Week 15 of a 14-week semester.

**Final Examination** refers to any form of discretely designed assessment that is conducted during Week 15 of a 14-week semester.

### Policy Statements

1. A student with a cumulative GPA of at least 1.5 may apply, for a fee and within a set period of time, to defer/reschedule the writing of one or more final examinations during a single exam period without academic penalty.
2. A student shall be granted approval to defer/reschedule the writing of one or more final examinations only once in a five-year period.
3. Circumstances resulting in a student missing one or more final examinations shall not be evaluated as part of the approval process.
4. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible for consideration under this policy. School Deans are responsible for determining course eligibility.

5. This policy applies exclusively to post-secondary programs of instruction, as defined by the Ministry of Training, Colleges and Universities.

A detailed description of the process for implementing this policy is contained in the Missed Final Examination procedure.

### **Roles and Responsibilities**

The Vice President, Academic is responsible for ensuring that the Missed Final Examination policy is clearly communicated and fully implemented.

A detailed description of roles and responsibilities related to this policy is provided in the Missed Final Examination procedure.

### **Non-compliance Implications**

Not applicable.

### **Related Procedures**

Missed Final Examinations Procedure  
Student Records Retention Procedure

### **Related Policies and Directives**

Student Rights and Responsibilities (ACAD – 115)