

**School of Public Health and Health Systems**  
**Practice Regarding Course Assignments and Examinations**  
**Revised August 2011**

**Late Assignments**

Unless stated otherwise in the course outline:

1. All assignments are due at the **beginning of class** on the dates indicated in the course outline, or, for online submission, as specified in the course outline.
2. Unless a “*Student Request for Variance from SPHHS Course Outline*” form ([http://www.ahs.uwaterloo.ca/current/hlth/Variance\\_request\\_hsg.pdf](http://www.ahs.uwaterloo.ca/current/hlth/Variance_request_hsg.pdf)) has been approved by the instructor:
  - a. Late assignments will be penalized by **10% of the assignment total mark per 24-hour period to a maximum of 5 days**. The late penalty begins immediately after the beginning of the class in which the assignment is due, or immediately after the posted time at which the assignment is due by dropbox.
  - b. **After the 5 day maximum** assignments will not be accepted and a **grade of ‘zero’** will be recorded for the assignment,
3. Elective arrangements (e.g. travel plans) or heavy workloads are not considered acceptable grounds for variance.

**Missed Tests/Examinations**

1. Tests, mid-term examinations and final examinations not scheduled during the regular examination period will be administered on the dates indicated in the course outline.
2. Failure to contact the instructor **within 48 hours** of a test/exam missed due to unforeseeable circumstances **or** failure to submit a “*Student Request for Variance from SPHHS Course Outline*” form ([http://www.ahs.uwaterloo.ca/current/hlth/Variance\\_request\\_hsg.pdf](http://www.ahs.uwaterloo.ca/current/hlth/Variance_request_hsg.pdf)) with acceptable documentation according to the timeline determined by the course instructor will result in a **mark of “zero”** for the test/exam.
3. Elective arrangements (e.g. travel plans) or heavy workloads are not considered acceptable grounds for variance.
4. A student who becomes ill during the writing of a test/examination and is unable to continue should ensure, before leaving the site of the examination, that the proctor in charge is notified of the situation. In addition, the student must notify the course instructor and supply complete documentation as specified for a missed examination **within 48 hours** after the partially completed exam. Failure to do so will result in the recording of the grade achieved on the partially completed test/examination
5. If a student completes a test or examination, even though he/she is ill, the grade obtained in the course will normally stand. Subsequent petitions for an exception to academic regulations on the grounds of illness may be considered if accompanied by acceptable documentation (see below). The student’s Department or Faculty may take the illness into consideration, and possibly alter academic standing, but the grade will not normally be altered.
6. False claims of illness and/or the submission of false supporting documentation constitute an academic offence that will result in disciplinary action under Policy #71.

## Request for Variance Documentation

1. It is the student's responsibility to submit to the course instructor a completed "*Student Request for Variance from SPHHS Course Outline*" form ([http://www.ahs.uwaterloo.ca/current/hlth/Variance\\_request\\_hsg.pdf](http://www.ahs.uwaterloo.ca/current/hlth/Variance_request_hsg.pdf)) and acceptable written documentation substantiating the reasons for not completing the evaluation component (test/exam or assignment) as scheduled **at least one week before the exam date or assignment due date**. An alternate arrangement may be made if the request is approved by the instructor. A copy of the "*Student Request for Variance from SPHHS Course Outline*" form will be kept in the student's file.
2. In special unforeseeable circumstances where a test/exam or an assignment is missed due to circumstances beyond the control of the student, it is the student's responsibility to contact the course instructor **no later than 48 hours after the scheduled date** and arrange to submit acceptable documentation and a completed "*Student Request for Variance from SPHHS Course Outline*" form ([http://www.ahs.uwaterloo.ca/current/hlth/Variance\\_request\\_hsg.pdf](http://www.ahs.uwaterloo.ca/current/hlth/Variance_request_hsg.pdf)) according to the timeline determined by the course instructor.
3. Acceptable documentation may include a copy of a death certificate or obituary<sup>1</sup>, a police report or a doctor's certificate.
4. Doctor's certificates **must** be completed using the *UW Verification of Illness Form* available at [http://www.healthservices.uwaterloo.ca/Health\\_Services/verification.html](http://www.healthservices.uwaterloo.ca/Health_Services/verification.html). Degree and Dates of Incapacitation must be indicated on the form. Students who consult their physicians or use the services of off-campus walk-in clinics must provide this form to the attending physician for completion. Doctors' notes and forms created by the physician or clinic are not normally acceptable. Instructors are not compelled to accept medical documentation that contains the same information specified on the *UW Verification of Illness Form*, but may do so in exceptional circumstances. Health Services charges a \$10 fee for completing the *UW Verification of Illness Form*, which is not covered by OHIP/UHIP. Similarly, fees for this service levied by off-campus practitioners are the student's responsibility.

## Accommodations Due to Extenuating Circumstances

Requests for variance must be approved by the course instructor and **are not automatic** upon the presentation of acceptable documentation. The instructor will use the documentation along with all information available to him/her when determining whether accommodation is **warranted**.

Where a request for variance is approved by the instructor, the following university-wide accommodation practices will normally apply:

1. **Missed/Late Assignments:** The weighting of the missed assignment is added to the final examination weighting or is spread over the remaining assignments. **Assignment due dates are not extended**, with the exception of project-based, thesis or similar courses where submissions must be made. Instructors may use their discretion in these cases and allow an extension.
2. **Term Tests/ Examinations:** The weighting of the missed test/midterm examination is added to the final examination weighting or spread over the remaining tests. **Term tests are not deferred**.
3. **Final Examinations:** A deferred final examination is written the next time that the course is taught. Although not compelled to do so, instructors **may** use their discretion to schedule make-up final examinations at a mutually agreed upon date and time earlier than the next offering of the course.
4. If granted, alternative final examinations may be of a different format than the regularly scheduled exam.

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<sup>1</sup> If an obituary is used as the only supporting documentation the student's relationship to the deceased must be apparent (i.e. through same uncommon surname, student's name in obituary, etc.)