

Policy on Missed Requirements, ECON 222

Please read this document before requesting an exemption or a makeup exam (final exam only). Any documentation can be scanned and **must be submitted to the instructor via email by the indicated deadline.**

In all cases, **any misrepresentation will be considered and penalized as academic dishonesty.**

IMPORTANT: The lowest two participation and lowest problem scores are already excluded to account for situations such as medical emergencies, transportation disruptions, technical difficulties (when submitting a problem set or recording attendance) and conflicts with religious/special events. Thus, **request an academic concession or a religious accommodation ONLY after missing at least three lectures where participation was graded or at least two problem sets for valid reasons.** If you have not reached these thresholds, **save the documentation**, but do not yet contact the instructor.

Academic Concessions

If you must miss a course requirement for any non-religious reason (see the “Religious Accommodations” at the end of the document for requests due to religious reasons), you may receive an academic concession **at the instructor’s discretion.**

- **If your request is granted, the grading is adjusted as indicated in the “Evaluation” section – in particular, there are no makeups except for the final exam.** Do not ask how your grade will be determined: you will be referred back to this document.
- If your request is rejected, you receive a ‘0’ for the work missed.

In all cases, you must FULLY complete an Academic Concession Self-Declaration Form; **please include this form in your FIRST email to the instructor regarding your request:**

<https://www.sfu.ca/content/dam/sfu/students/enrolment-services/academic-concession-self-declaration.pdf>.

Moreover, **additional documentation** (such as a medical note bearing the name of a doctor or nurse practitioner, etc.) **is required in ANY of the following cases:**

- request relating to the **final exam**
- **non-emergency** request (such as a planned event)
- request **beyond the first request** in a semester
- request for dates that are **not within five (5) consecutive calendar days**

If your request does not fall into any of these cases, no additional documentation is required.

A positive at-home COVID test constitutes acceptable documentation **if you provide a photo of yourself with both the positive test and a proof of date (such as a screen showing a news website).** The documentation is valid for 5 days (date shown on the photo plus next 4 days). If your illness persists, simply document additional positive tests.

Acceptable Grounds for Academic Concession

	MobLab	Problem Sets	Midterm	Final
Personal emergency ¹ (medical or accident)	X	X*	X	X
Family emergency (medical or accident) or personal recent close contact with COVID-19 case	X	X*	X	
Conflict with important planned event	X		X**	
High risk of COVID-19 complications (self or household member)	X		^	^

*Only if emergency prevents you from working (rather than merely from coming to class – you can watch lecture videos and submit work remotely)

Only if approved **at least seven days in advance

^Contact the Center for Accessible Learning to see if you can write exams in isolation there.

Material to Submit and Deadlines

Participation (from 3rd graded lecture missed for valid reason) and Problem Sets (from 2nd missed for valid reason):

- Emergency or (lecture only) schedule conflict: submit both the self-declaration form AND (if required) additional documentation by **this course's last lecture**
- High risk from COVID-19 (lectures only): submit both the self-declaration form and additional documentation during the **first two weeks of classes** or, if the high risk condition develops during the semester, within a week of the condition appearing

Midterm Exam

- Emergency: submit the self-declaration form **within 24 hours of the start of the essay/midterm** AND (if required) additional documentation **within a week**
- Schedule conflict: submit both the self-declaration form and additional documentation **at least seven days in advance**

Final Exam: Personal emergency (medical or accident): submit ALL of the following:

- **within 24 hours of the start of the final:** the self-declaration form AND a list of your other final exams this semester, including their times
- **within 96 hours of the start of the final:** additional documentation

Note: **The instructor may automatically reject your request if your course grade before the final exam is an F or if you also missed the midterm for any reason (including a valid one).**

Evaluation (if your request is accepted)

- MobLab (high-risk condition): You do not have to participate, and your **imputed participation score** will be equal to your problem set score multiplied by the ratio of points available on participation to points available on problem sets.
- MobLab (emergencies and schedule conflicts): The number of **additional exemptions**, x , is the number of lectures (where participation was graded) missed for valid reasons minus

¹ Includes family emergencies IF they are medical in nature AND serious (not just a cold, a flu or a mild COVID case) AND unforeseeable (chronic illnesses, *e.g.* cancer, qualify only if there are new developments).

two. Your participation score is multiplied by $\min\left\{\frac{9}{9-x}, 2\right\}$. If you miss so many lectures that the cap of 2 applies, consider applying for a grade of WE.

- Problem sets: The number of **additional exemptions**, x , is the number of problem sets missed for valid reasons minus one. Your problem set score is multiplied by $\min\left\{\frac{4}{4-x}, 2\right\}$. If you miss so many problem sets that the cap of 2 applies, consider applying for a grade of WE.
- Midterm: **Imputed score** based on your [standardized](#) final exam score.
- Final: **Makeup exam**. The instructor chooses the time of the makeup, which can be any time that does not make you miss another SFU final or have three SFU final exams within a 24-hour period. It may be during the final exam period or early next semester. **You may therefore have to change your travel plans or work schedule. Students missing the makeup exam for any reason will receive a score of zero** (and may wish to apply for a grade of WE if there are sufficient grounds to do so).

Religious Accommodations

If you must miss a course requirement for a religious reason, you are legally entitled to a religious accommodation. **To request the accommodation, you must email the instructor:**

- **during the first week of classes for conflicts with any course requirement other than the final exam;**
- **before the midterm exam for a conflict with the final exam.**

Your email must include the following information:

- your religion
- the course requirement(s) for which you are requesting an accommodation
- the specific holiday(s) that conflict(s) with the course requirement(s)
- in the case of the final exam, a list of ALL times during which you will be unavailable during the final exam period

Additional documentation may be required. **If your request is accepted, the grading is adjusted as indicated in the “Evaluation” section above unless the instructor prefers an appropriate accommodation that addresses the concern.**