

Policy on Missed Requirements

Please read this document before requesting an exemption, an extension (home essay only) 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.**

Throughout this document, “*n*” refers to the number of lectures that you can miss and still get a full attendance score without academic concession. It is 3 or 4 (see grading document).

IMPORTANT: For attendance and problem sets, the score caps already 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 $n + 1$ lectures where attendance was checked 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

	Lectures	Problem Sets, Home Essay	In-Class Essay, 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

Lectures (from $n + 1^{\text{st}}$ missed for valid reason), Problem Sets (from 2^{nd} 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

In-Class Essay, 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**

Home Essay: submit the self-declaration form **within 24 hours of the deadline** AND (if required) additional documentation **within a week**

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)

- Lectures (high-risk condition): You do not have to attend lectures, and your **imputed attendance score** will be calculated as your problem set score multiplied by 1/2.

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).

- Lectures (emergencies and schedule conflicts): Let k be the number of lectures where attendance was checked, and x be the number of those lectures missed for valid reasons. Your attendance score (before being capped) is multiplied by $\min\left\{\frac{k-n}{k-x}, 2\right\}$. 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 (before being capped) is multiplied by $\min\left\{\frac{8}{8-x}, 2\right\}$. If you miss so many problem sets that the cap of 2 applies, consider applying for a grade of WE.
- In-class essay: Your content score will be $\min\{X, H\}$, where X is the imputed score based on your [standardized](#) midterm exam score (final exam score if you are also excused from the midterm)² and H is the content score on the essay you write at home. The language score will be from the essay you write at home (capped at H if $H < 6$).
- Midterm: **Imputed score** based on your [standardized](#) final exam score.³
- Home essay: **Extension**, the length of which will be determined on a case-by-case basis.⁴
- 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 any requirement other than the final exam;**
- **before the midterm exam for the final exam.**

Your email must include the following information:

- your religion and the specific holiday(s) that conflict(s) with the course requirement(s)
- the course requirement(s) for which you are requesting an accommodation
- 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 alternative accommodation that addresses the concern.**

² If the relevant exam score is 0, then $X = 0$.

³ If the final exam score is 0, then the imputed midterm score is 0.

⁴ In exceptional circumstances, imputed scores may be considered.