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| SUBJECT: Academic Accommodation for Students in the Reserve Forces | CATEGORY: Academic – Student Affairs and Services | NO. A-2.1 |
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PREAMBLE

The intent of this policy is to provide recognition and accommodation for students at SIAS who are enrolled as reservists in the Canadian Forces. SIAS supports the valuable work of the Canadian Reserve Forces and recognizes that skills acquired through their training are transferable to the learning environment and the work place.

POLICY

SIAS faculty and staff will actively consider requests by student-reservists seeking accommodations to meet their military service obligations. The granting of academic accommodations should not adversely affect the student’s overall studies at SIAS.

PROCEDURES

1.0 Academic Accommodations

1.1 Procedures:

Student-reservists are to submit requests for academic accommodation in writing using the Application Form for Accommodation – Students in the Reserve Forces (Appendix A). The student-reservist should attach a letter from their commanding officer to the form, confirming the need for accommodation.

The SIAS approving authority, normally the program dean, will render a decision to either grant or refuse the request and communicate the decision to the student. The completed form will be submitted to Registration Services for the official student file.

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1.2 Responsibilities:

Students are responsible for considering the implications of taking a military leave on their study plan and funding. Depending on the length of leave, resuming studies in the current stream of study may not be possible. Before commencing an approved leave, the program and the student will formalize a plan for the student to resume their studies. Continuing Education students should discuss future delivery options and schedules with the relevant continuing education consultant.

Requests should normally be provided in sufficient time to allow proper review and consideration.

2.0 Examples of Academic Accommodations

- Deferral of scheduled exams that conflict with military activities in which the student-reservists participate during the academic term.
- Postponement of scheduled assignments that conflict with military activities in which the student-reservists participate during the academic term.
- Short term leaves of absence (two weeks or less) from their academic studies to perform military service.
- Extended leaves of absence (one or more semesters) from their academic studies to perform military services with no effect on their existing admission status or course requirement completion.
- Assistance with admission, readmission and registration procedures should they encounter difficulties related to absences for military services.
- Recognition of military workplace training relevant to the student-reservist's program of study. Recognition may include such things as course credit or prerequisite credit for program entry.
- Exemptions from financial and other penalties associated with leaves of absence, exam deferrals or assignment postponements noted above.

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APPENDIX A APPLICATION FOR ACCOMMODATION: STUDENT IN THE RESERVE FORCES

This form is to be used by students who are members of the Canadian Forces to request accommodation for their academic programs to perform military service. If accommodations for multiple courses are required separate forms may be submitted for clarification. Applications must be accompanied by a covering letter from the applicant's commanding officer verifying the reason for the request.

Student Name: _____ SIAST ID: _____

Program Name: _____ Course Title: _____

Current Address: _____

Email: _____ Phone Number: _____

| Accommodation Requested (check all that apply) | Details of Accommodation Requested | Approving Authority |
|--|------------------------------------|----------------------------|
| <input type="checkbox"/> Deferral of Final Exam | | Program head |
| <input type="checkbox"/> Write Final Exam elsewhere under Military Proctor | | Program head |
| <input type="checkbox"/> Reschedule other Exam/Test | | Instructor |
| <input type="checkbox"/> Postpone Assignment | | Instructor |
| <input type="checkbox"/> Leave of Absence from Class/Lab (one week or less) | | Instructor |
| <input type="checkbox"/> Leave of Absence from Class/Lab (more than one week) | | Program head |
| <input type="checkbox"/> Leave of Absence from Program (one or more semesters) | | Program head |
| <input type="checkbox"/> Late Admission, Re-Admission, Late Registration | | Program head/ registrar |
| <input type="checkbox"/> Recognition of Military Workplace Learning | | Program head |
| <input type="checkbox"/> Exemption of Related Fees | | Program head/ registrar |
| <input type="checkbox"/> Other | | TBD |

Student Signature Date of Application

STAFF USE ONLY

Approved Not Approved (state reason): _____

Name: _____ Position: _____

Signature: _____ Date: _____

Completed original to be forwarded to Registration Services with copies to program dean, instructor and applicant.

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