Faculty of Engineering: Academic and Engineering Course Policies for Instructors

Approved by unanimously by Faculty of Engineering Coordinating Committee

June 13 2017

Executive summary
The information in the following policies aims to aid instructors, chairs and program academic advisors on procedures related to offered courses. Policies clarify curriculum requirements; roles and responsibilities; course assessments; and, student information protection.

These policies are supplemental to calendar sections University of Alberta Academic Regulations, Faculty of Engineering Academic Regulations, and UAPPOL Academic policies.

The Faculty of Engineering’s policies do not contradict any University of Alberta policy.
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# 1 Definitions

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<th>Term</th>
<th>Definition</th>
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<tr>
<td>Graduate Attributes (GA)</td>
<td>Generic characteristics, specified by the Accreditation Board, expected to be exhibited by graduates of accredited Canadian engineering programs at the time of graduation.</td>
<td>CEAB</td>
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<tr>
<td>Aspect</td>
<td>Specific characteristic to be assessed falling under a particular graduate attribute.</td>
<td>FoE</td>
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<tr>
<td>Indicator</td>
<td>Descriptors of what students must do to be considered competent in the attribute; the measurable and pre-determined standards used to evaluate learning.</td>
<td>CEAB</td>
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<tr>
<td>Assessment tools</td>
<td>Sources of data on student learning. Measurement devices (metrics) used to develop sources of data on student learning (e.g. tests, quizzes, examinations, rubrics, etc.)</td>
<td>CEAB</td>
</tr>
<tr>
<td>Measure</td>
<td>An assessment of the indicator using a specified course and assessment tool</td>
<td></td>
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<tr>
<td>Learning Activity</td>
<td>Courses, co-ops, co-curricular activities, etc. (usually a course)</td>
<td>CEAB</td>
</tr>
<tr>
<td>Curriculum Map</td>
<td>A plotted representation (often in the form of a table) that shows the relationship between learning activities (e.g. courses, co-ops, co-curricular activities), instructional and assessment methods, and intended learning for each aspect of a given program so that the relationships and connections among all the elements are easily seen.</td>
<td>CEAB</td>
</tr>
<tr>
<td>Learning Outcome (LO)</td>
<td>CEAB: What the student is expected to have learned for the whole learning activity (course). These should be analogous to indicators and may have been used for GA assessment purposes. A small number of outcomes (general measurable skills acquired) are expected.</td>
<td>CEAB/CTL</td>
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<td></td>
<td>CTL: Statements that describe what a student should be able to know, do, and think or care about after completing a course. These statements are generally broad, as they span an entire course, but must be measurable and specific.</td>
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2  Engineering Academic Program Curriculum policies

It is part of the mission of The Faculty of Engineering to offer the best engineering programs in Canada. Engineering programs are professional programs, approved for delivery by the Government of Alberta and accredited by the Canadian Engineering Accreditation Board. As accredited programs, it is important to provide consistent and up-to-date curriculum. As such, course content, learning outcomes, graduate attributes, accreditation units must be set at a program level and reviewed as part of the Faculty’s continual improvement (adaptation) process.

Herein, the Faculty sets academic program curriculum policies. Failing to follow these policies weakens our programs, places program accreditation at risk, and fails to meet the needs of all stakeholders.

In developing the policies below, the Faculty has set the following guiding principles to ensure high quality program delivery that meets the needs of all stakeholders:

- Involving all stakeholders in the process.
- Ensuring transparency.
- Making instructors’ work easier and minimizing the work.
- Providing training.
- Ensuring course, section consistency in learning outcomes, content, assessment, graduate attribute measurements.
- Policies are adaptable to Faculty needs and changing accreditation requirements.
- Facilitating the ability to make informed program decisions.
- Ensuring effective reporting and timely communication, closing the loop back to the classroom.
- Implementation of best practices across the Faculty.

2.1 Faculty and Program Graduate Attributes (GAs) policy

Graduate attributes in the Faculty of Engineering were initially mapped out by Faculty Academic Planning Committee (APC) as part of the new CEAB accreditation requirements set forth in 2011. Faculty APC is responsible for and has final authority in setting all aspects and indicators related to graduate attribute assessment. It works with program associate chairs (undergraduate) and program APCs to determine the correct assessment methods to measure indicators and selects the courses in which assessments are performed.

The Graduate Attribute Review committee, a committee that reports to APC, which includes members of each program as well as external members, was struck in January 2017 to review and perform long term planning related to graduate attribute assessment and collection, and adapt current or develop new graduate attribute indicators and measurements in consultation with faculty members and external experts.

A yearly review of graduate attribute data is performed by Faculty of Engineering APC.
2.2 Engineering course content policy
Engineering courses are part of a set in an engineering program curriculum; therefore, it is the exclusive responsibility of the program academic planning (or curriculum) committee (APC), in consultation with instructors, to develop or adapt and approve program curriculum maps; program and course learning outcomes; course calendar descriptions; and, all other elements judged to be vital to maintaining the high quality of the engineering program.

This is in line with University of Alberta Faculty, CAS:T\(^1\), and FSO collective agreement stipulations in relation to:

Academic freedom

2.02.3 The parties to this agreement subscribe to the principles of academic freedom, that is, the right to examine, to question, to teach, to learn, to investigate, to speculate, to comment, to criticize without deference to prescribed doctrine. Academic freedom does not confer legal immunity; nor does it diminish the obligation of members to meet their responsibilities to the University as set out in Article 7 (or 8 CAS:T agreement) (University responsibilities).

Teaching

Faculty and CAS:T:

7.04 (8.04 CAS:T agreement) A staff member may decide on specific course content and instructional methodology, recognizing the approved course description and academic policy approved by the Department, the Faculty and the University.

For FSO:

7.02 The Department Chair shall assign the specific duties of the staff member.

In this last clause, it is the interpretation of the Faculty of Engineering that in the case of FSOs with teaching duties, the Department Chair is ultimately responsible for the course content and delivery; thus, FSOs are bound by the same requirements as other instructors. The duties set below are part of the duties assigned by a chair to an FSO.

2.3 Faculty teaching-related data collection and presentation systems policy

2.3.1 Syllabus assembly and management system (SAMS)
The syllabus is a binding contract between students, the instructor, and the program offering the course. It serves to inform students of the course information, grading, academic rules, learning outcomes and much more.

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\(^1\) CAS:T will be replaced by Academic Teaching Staff (ATS) agreement information once the new collective agreement is completed
The Faculty of Engineering has developed a syllabus assembly and management system (SAMS) that must be used by all instructors teaching engineering courses. The system includes all elements required by the University of Alberta calendar as well as critical information related to our program curriculum and accreditation. The syllabus also serves to inform students and the instructor(s) about the course learning outcomes. This is critical to ensure consistency between sections and that program curriculum outcomes are met for all students. The system provides instructors guidelines in assembling the required elements of a syllabus with those that they wish to add to create their course syllabus.

SAMS is accessible through https://www03.engineering.ualberta.ca/assessment/login.php.

2.3.2 Post Course Assessment system
Post course assessments (PCA) are integral parts of a program’s continual improvement (adaptation) feedback system and one element that can trigger a curriculum change action by APC. Instructors are required to complete the PCA for every course/section they teach; the task is not meant to be onerous. The PCA allows instructors time to reflect on course outcomes and consider improvements in terms of content and/or delivery; these are recognized beneficial steps in pedagogy. With the PCA information, academic planning committees aim to identify weaknesses in student preparation, assess if learning outcomes have been met, identify graduate attributes in courses, reassess, as needed, course learning outcomes and collected graduate attributes, ensure that curriculum maps are accurate, and that pre/co requisite course maps are correct.

Every term, instructors will receive a notice at the beginning of term to create a PCA for all their courses, as well as a reminder at the end of term. These notices will inform the instructor of the deadline.

PCA is accessible through https://www03.engineering.ualberta.ca/assessment/login.php.

2.3.3 Standardized Engineering Accreditation System (SEAS)
SEAS is the graduate attribute information collection system. It is a tool for collecting data critical to our accreditation and continual improvement (adaptation) process. Assessments of graduate attribute indicators that are measured and collected in courses were selected by programs based on the graduate attribute aspects and indicators set by Faculty APC.

Every term, instructors teaching courses in which graduate attribute assessments are to be collected will receive notices related to graduate attribute collection. These notices will inform the instructor of which GA indicators and measurements they are responsible for assessing, as well as the submission deadline.

2.4 Grade submissions policy
Instructors must

- mark and return all term work or provide complete solutions by the last day of class, with the exception of an assignment or major term work due in the last week of classes. If instructors wish to give their students a final assignment during the last week of classes it is suggested that it be formative and not be for marks, avoiding any conflict with University of Alberta policies.
- mark and return major term work due in the last week of classes before the final exam if the course has a final exam, or else, no later than the due date for submitting the course grades.
- submit course grades within 5 working days after the last day of the term period if there is no examination in the course; or, by the required submission date as per University of Alberta policies if there is a final examination.

An extension, going no later than 5 working days after the examination period, can be provided to instructors for one of their courses, by the office of the Dean or designate, in exceptional cases where an instructor is teaching more than one course with final examinations or with one or more capstone design reports, or in the case of an exceptionally large single-section course with exceptional grading requirements. In no case can the course grade submission extension compromise the timeline required to prepare the convocation list or other academic deadlines. If in doubt, designates should consult with the Office of the Dean.

The grade of "incomplete" (IN) is normally awarded when an undergraduate student is prevented by illness, domestic affliction, or other extreme circumstance from submitting an assignment by the end of term. When a grade of IN is awarded, the student is required to submit the assignment within 10 days after the end of the final examination period of the term for the course. At the request of the Department Chair concerned, the student's Dean may grant an extension of time to a maximum of four months after the end of the term. If the assignment is not submitted by the prescribed deadline, the Registrar will record a grade of "NC" or a grade of "F" plus a remark of "1", as appropriate. Before finalizing the student's grade the Office of the Registrar will give 30 days written notice to the student's Faculty and to the Department in which the course is offered.

If an undergraduate student has missed the final exam, the instructor must record the student’s final letter grade plus the remark of “1”. (e.g. “letter grade”1, A1, C-1, F1)

If a graduate student has failed a course, in which the grading includes a mark of '0' for final examination missed, or for term work missed, or both, the instructor must record the student’s final letter grade plus the remark of “6”. (e.g. “failing letter grade”6, C6 to F6)

2.5 Duties and freedoms of the instructor in delivering engineering courses policy
The duties of an instructor assigned to a course are to:

- Follow all University of Alberta and Faculty of Engineering Academic Program Curriculum policies and guidelines (University of Alberta Academic Regulations, Faculty of Engineering Academic Regulations, and UAPPOL Academic policies).
- Use, as requested, the Faculty of Engineering course information systems (syllabus, post course assessment, SEAS, etc.).
- Deliver the day-to-day course content to meet the set learning outcomes.
- Develop learning activities to meet the set learning outcomes and graduate attributes.
- Develop course assessments to measure if students have achieved:
Submit within the required timelines:
- course grades,
- post course assessment form(s), and,
- if required, graduate attribute information, and,
- during collection years, course information packages as required for accreditation.

Work with program Associate Chairs (undergraduate or graduate) and program academic planning committee (APC) to adapt courses as part of a program review or offer suggestions on ways to adapt a course to new realities related to the field.

Instructors have the freedom to deliver their course in whichever format (lectures, blended learning, flipped classroom, etc.), using content (specific examples, derivations, etc.) and material (handouts, textbook) they see fit to meet the set course learning outcomes and graduate attributes as well as satisfy the course contact hours requirements (e.g. 3-0-2). In the case of an FSO, chairs can require specific content, delivery, and materials as they see fit.

Multi-faceted evaluation of teaching performance includes, among other areas, comprehensive coverage of the required course content, learning outcomes, use of Faculty teaching-related systems, collection of graduate attributes and other accreditation related materials.
3 Course assessment policies

This policy aims to provide instructors further guidance than does the University of Alberta calendar and policies regarding issues of course assessment, consideration of new assessment approaches, and issues related to deferred term work.

3.1 Final examination policy

General Faculties Council does not require final examinations if authorized by the Faculty Council governing the department offering the course. Herein we note that final examinations are traditionally the means by which instructors make a final overarching assessment; however, in some courses, learning outcomes do not lend themselves to final examinations.

3.1.1 Marking of final examinations

Calendar academic regulations state:

Marking of Examinations: Departments and instructors shall be informed that the marking of examinations be given first priority in order to expedite the submission of grades to the Registrar.

No member of a Department shall be permitted to go away taking the original examinations papers with them for marking without permission of the unit head. In a case where a member of a Department applies for leave before the end of term, this will only be granted on condition that the head of the Department arranges for the papers to be marked here in the usual way.

All examinations and assignments shall be marked only by the instructor(s) or by persons expressly authorized by the Department Chair (or by the Dean in non-departmentalized Faculties) to mark them.

In Engineering, due to the requirements of accreditation, it is especially important that no one other than the instructor be involved in marking examinations without expressed written authorization of the Department Chair.

3.1.2 Courses with final examinations

Calendar information on examinations can be found here.

In each course in which a final examination is held, a weight of not less than 30 percent and not more than 70 percent will be assigned to the final examination, except where a departure from this arrangement has been authorized by the council of the Faculty in which the department offering the course is situated. The remaining weight for the course will be assigned to term work.

The Faculty of Engineering

- expects that grading schemes be developed considering a multifaceted approach to student assessments (e.g. assignments, labs reports, project reports, midterm examinations, quizzes, final examination, presentations, assessable participation marks, etc).
• recommends final examinations be more than 40% of the course weight. Re-examinations are only possible if the instructor sets the final examination at 40% or more of the course weight; other requirements are listed here.
• requires that in the case in which the weight of a missed midterm examination, if approved by the instructor, when added to the final exam exceeds the University of Alberta indicated maximum final examination grade of 70%, the case be brought to the attention of the Office of the Dean.

3.1.3 Courses without final examinations – application process
Courses do not need final examinations; however, the approval of offering a course without a final examination rests with the Dean’s Office, through delegated authority from Engineering Faculty Council. The request to not have a final examination in a course must be done in consultation with a program’s Associate Chair (undergraduate) or Associate Chair (graduate), as appropriate, and the program Academic Planning Committee (APC).

Requests for non-final examination-based courses must be made to the Dean’s Office and be the official recommendation of program APC. The approval will be provided if and only if:

• The course content is not conducive to a final examination; and,
• APC approved course learning outcomes cannot be properly assessed through a final examination; and,
• The practice will be applied to all sections of a course by all instructors; and,
• Term work provides sufficient opportunity to discriminate between individual students, unless a core learning outcome is team work (e.g. design courses); and,
• There is a major term report, as an overarching assessment (e.g. report and presentation, or similar element), at a similar weighting to a written final examination (30% to 70%).

Exceptions to the above requirement of a major term report can be made for:

• experiential based courses (e.g. lab or design courses) with a series of reports cumulatively worth a minimum of 60% of the course weight; or,
• in courses with non-cumulative term exams each worth at least 25%, and taken together totaling over 60% of the course grade; or,
• Pass-fail courses.

Lecture-based courses that, as of the date of approval of this policy, do not have final exams will be grandfathered, but a review of content and learning outcomes by program APCs will be necessary to confirm that the courses meet curriculum requirements.

3.2 Deferred work policy
A student that fails a course in which there is no deferrable assessments is not eligible for additional special assessments to increase their grade. This would indicate that the student has not demonstrated sufficient success in multiple assessments to warrant a passing grade.
3.2.1 Final examination or final major assessment

Questions of attendance and absence from term work and final examinations are discussed here in the calendar.

As per University of Alberta rules found here, final examinations can be deferred.

Approved absence from term work is typically at the discretion of the instructor, following the guidelines provided in the following sections; however, in the case of a course without final examination, the Faculty of Engineering requires the following:

Where a final individual-work assessment (report) in a course is not represented by a written final examination; and is worth at least 40% of the course weight; and, its submission date is no later than the last day of classes, the assessment submission may be deferred only on the following conditions:

1. The student presents extenuating circumstances (to which the student may be asked to swear a statutory declaration) for assessment by the Office of the Dean; and,

2. The student has successfully completed the majority of all other coursework in the course.

Under such conditions, the student may be provided an extended deadline for completion of the final assessment requirements, such that it is deemed not to create an academic advantage for the student over other members of the class in that course. No submission date can be beyond the last day of the examination period.

3.2.2 Deferred term work

In what follows, term work refers solely to individual student term work. Team work cannot be deferred; it is the combined responsibility of the team to ensure that deadlines are met.

i. Missed midterm examination(s) in courses with a final examination:

Faculty of Engineering academic regulations, found here, allow for term work(s), specifically supervised midterm examinations or tests, weight to be transferred to the final exam:

There are no deferred term exams for courses offered in the Faculty of Engineering. In instances where a student has a documented reason for missing a term exam(s) and at the discretion of the instructor, the value of a missed term exam(s) can be added to the value of the final exam. A missed term exam(s) is considered assigned term work which has not been completed in determining eligibility for a deferred final exam. If the resulting final exam weight exceeds that allowed under Weighting of Term Work and Final Examinations (no more than 70%), then “the office of the dean shall be notified”.

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2 Requires calendar change.
Accommodations are explicitly provided in section 3.1.2. This does not apply to other types of term work (e.g. assignments, low value quizzes and reports, etc.), the value of which cannot be added to the final examination grade.

ii. Missed midterm examination(s) in courses without a final examination:

In cases of courses with midterm examination(s) or test(s), but no final examination, decisions will be made on a case-by-case basis by the Office of the Dean due to the breadth of possibilities. Instructors with such grading schemes should contact the Office of the Dean to establish a policy that will be clearly stated on the course syllabus prior to the start of classes.

iii. Deferred unsupervised term work (e.g. labs, assignments, reports), but not a final major assessment as defined in 3.2.1

In instances where a student has a documented reason for missing the deadline of an individual, unsupervised term work, at their discretion, an instructor can provide additional time to submit the missed term work or other reasonable accommodations (averaging assignment marks over one less assignment or other term work). All accommodations must align with University of Alberta policies and ensure that it is deemed not to create an academic advantage for the student over other members of the class. All such term work should be worth less than 40% of the course grade. However, in instances where the term work is worth 25% or greater but less than 40% of course weight, the instructor must contact the Office of the Dean for guidance.

This applies to courses with or without final examination and/or major term assessment. In any of the above instances, the value of the term work cannot be added to the final examination or major term assessment.

iv. Other circumstances:

In all other circumstances decisions will be made on a case-by-case basis by the Office of the Dean.

3.2.3 Misconduct

In any situations of missed term or final examination work, if it is suspected by the Office of the Dean that a student has misrepresented facts in seeking such an assessment deferral, then the Office of the Dean will initiate an investigation under the Code of Student Behaviour.
4 Protecting student information & Returning, protecting and keeping unreturned term work and final examinations policy

Student information is protected by the Government of Alberta FOIP Act; as such, instructors must make provisions to protect student information during their classes as stipulated in the FOIP Act and University UAPPOL (link) or calendar (link). Herein, the Faculty of Engineering provides additional guidelines for instructors.

4.1 Returning term work to students

All term work must be marked and returned to students in a timely manner as described in 2.4 (Grade submissions policy).

All term work must be returned in a way that meets FOIP Act requirements (link). Suggestions to meet these requirements are:

- Instructor or teaching assistants return all major term work (greater than 15% of course weight) directly to individual students during office hours, at the end of class or lab time, or at times and places specified in notices to students.
- Low weight assignments, quizzes, reports (15% or less) can be returned to students as a group at the end of class or lab time (5 minutes); however, it is imperative to prevent opportunity for students to gain personal information about other students. Students may not claim another student’s term work. All unclaimed term work must be kept by the instructor(s) or teaching assistant(s) for individual return to students at an assigned time. Leaving term work, of any weight, in a public area for collection violates the FOIP Act.
- Using electronic submission, marking, and returning though eClass for any assessments. All term work (assignments, reports) can be (scanned and) submitted electronically through eClass; quizzes and midterms could be administrated using electronic devices and graded electronically and returned using eClass. This option is not yet implementable for all courses and types of term work.

4.2 Information to students about unclaimed term work

All engineering syllabi, through the Faculty of Engineering Syllabus System (section 2.3.1) will have the following statement:

“All term work solutions will be posted no later than the last day of classes. All term work will be returned to students by the final day of classes, with the exception of major term work due in the last week of classes. The latter will be returned by the day of the final examination or the last day of the examination period if there is no final examination in the course as per university policy; instructors will make accommodations to return these term works. It is the responsibility of the student to pick up all their term work at the specified time and place. Any unreturned term work, shall be retained and then shredded six months after the deadline for reappraisal and grade appeals. Final examinations will be kept for one year as required by University guidelines and the Government of Alberta’s Freedom of Information and Protection of Privacy Act.”
5 Reference material

http://calendar.ualberta.ca/content.php?catoid=6&navoid=806#Examinations_(Exams)

Final examinations

1. Final Examinations: A final examination is held in each course except where departure from this arrangement has been authorized by the Faculty council governing the department offering the course.

Reexaminations

1. Undergraduate students who have written and submitted a final examination may be considered for a reexamination provided the following conditions are met. Reexaminations are not permitted for graduate students.
   a. The course was failed.
   b. The final examination is 40 percent or greater, as originally scheduled for the class as a whole.
   c. For a Fall Term course, the student achieved a Term Grade Point Average of 2.0 inclusive of the failed course. For Winter Term and Fall/Winter courses, a Fall/Winter GPA of 2.0 inclusive of the failed course.
   d. Students are advised that it may not be possible to make a ruling until all grades for a term or two-term period are recorded. Students for whom a term GPA cannot be computed at the end of the Fall Term will have to wait for the computation of a GPA following the Winter Term. In this case, the Application for Reexamination form should be left with the Faculty office for a later ruling. Faculty of Law students in the first and second year and all Faculty of Pharmacy and Pharmaceutical Sciences students will be considered for a reexamination on the basis of the computation of their Fall/Winter GPA.

5. Number of Reexaminations that May be Granted: Reexamination may be granted in one course only, regardless of the units of course weight, in a Fall/Winter or Spring/Summer period. Reexaminations may be granted in courses to a total of ★12 while the student is enrolled in a Faculty

Attendance

1. Absence from Term Work

Approval for an excused absence from term work (e.g., classes, labs, assignments, quizzes, term papers, reports, or term examinations) is at the discretion of the instructor.
   a. To apply for an excused absence where the cause is incapacitating mental and/or physical illness and most other cases including severe domestic affliction, a student must inform the instructor(s) within two working days following the scheduled date of the term work or term exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.
   b. For an excused absence where the cause is religious belief, a student must contact the instructor(s) within two weeks of the start of Fall or Winter classes; and within three days of the start of Spring or Summer classes.
   c. All other accommodation requests covered by the Duty to Accommodate Procedure should be discussed with the instructor(s) as soon as the student is able, having regard to the underlying circumstance.

In all cases, instructors may request adequate documentation to substantiate the reason for the absence at their discretion such as a form from the student’s Faculty or a statutory declaration. Although a medical note cannot be required, if a student chooses to provide a medical note, the University of Alberta Medical Statement Form may be downloaded from the Online Services section of www.registrarsoffice.ualberta.ca
2. **Absence from Final Exams:** A student who has missed a final exam because of incapacitating mental and/or physical illness, severe domestic affliction or for circumstances as described in the University’s Discrimination, Harassment and Duty to Accommodate Policy (including religious belief) may apply for a deferred exam.
   a. To apply for a deferred exam where the cause is incapacitating mental and/or physical illness and most other cases including severe domestic affliction, a student must present supporting documentation pertaining to the absence to their Faculty office within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.
   b. To apply for a deferred exam where the cause is religious belief, students must inform their Faculty office within two weeks of the start of Fall or Winter classes; and within three days of the start of Spring or Summer classes.
   c. All other accommodation requests covered by the Discrimination, Harassment and Duty to Accommodate Policy should be discussed with the student’s Faculty within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.
   d. In all cases, Faculties may request adequate documentation to substantiate the reason for the absence at their discretion such as a Faculty specific form or a statutory declaration. Although a medical note cannot be required, if a student chooses to provide a medical note, the University of Alberta Medical Statement Form may be downloaded from the Online Services section of [www.registrarsoffice.ualberta.ca](http://www.registrarsoffice.ualberta.ca)
   e. A deferred exam will not be approved if a student
      i. has not been in regular attendance where attendance and/or participation are required, and/or,
      ii. excluding the final exam, has completed less than half of the assigned work.
   f. Students with two or more deferred exams outstanding from a previous term may be required to reduce the number of courses in which they are registered.
   g. The student must seek the approval of the dean or designate of the student’s Faculty on the application for a deferred final exam. If approved, students should refer to Deferred Final Exams for details on writing deferred exams.
   h. In the case of an approved application for deferred final exam, the student’s Faculty will inform the Department responsible for the course of the approved deferred exam. The Department will then notify the instructor.

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**Grades of Incomplete:** The grade of "Incomplete" (IN) is normally awarded when an undergraduate student is prevented by illness, domestic affliction, or other extreme circumstance from submitting an assignment by the end of term. When a grade of IN is awarded, the student is required to submit the assignment within 10 days after the end of the final examination period of the term for the course. At the request of the Department Chair concerned, the student’s Dean may grant an extension of time to a maximum of four months after the end of the term. If the assignment is not submitted by the prescribed deadline, the Registrar will record a grade of "NC" or a grade of "F" plus a remark of "1", as appropriate. Before finalizing the student’s grade the Office of the Registrar will give 30 days written notice to the student’s Faculty and to the Department in which the course is offered.

**Faculty of Engineering academic regulations**

11. Missed Term and Final Exams: Refer to Attendance and Evaluation Procedures and Grading System. There are no deferred term exams for courses offered in the Faculty of Engineering. In instances where a student has a documented reason for missing a term exam(s) and at the discretion of the instructor, the value of a missed term exam(s) can be added to the value of the final exam. A missed term exam(s) is
considered assigned term work which has not been completed in determining eligibility for a deferred final exam. If the resulting final exam weight exceeds that allowed under Weighting of Term Work and Final Examinations, then any accommodation will be at the discretion of the Dean of Engineering.


Student Assignments - Posting of Grades

**Posting of Student Grades**

Student grades are personal information and therefore the posting of grades in any format that can lead to the identification of the individual is an unreasonable invasion of personal privacy. The posting of grades by student ID number, particularly for small classes may be problematic. It is possible for students to identify individual class members in such situations. It is recommended that students be directed to access their own grades through Bear Tracks and the posting of grades be kept to a minimum and only for large classes where the listing can be scrambled alphabetically.

**Collecting and Returning Student Work (assignments, examinations etc.)**

Examinations, assignments and other graded student work contain personal information and should not be publicly viewable or available. Examinations, assignments and other student work should be collected directly from the student and returned directly to the student, or where this is impractical, should be returned in a secure manner to prevent viewing by other parties.

**FOIP act section 35**

If an individual’s personal information will be used by a public body to make a decision that directly affects the individual, the public body must:

(b) retain the personal information for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it, or for any shorter period of time as agreed to in writing by:

(i) the individual,

(ii) the public body, and

(iii) if the body that approves the records and retention and disposition schedule for the public body is different from the public body, that body.

UAPPOL grading policy states: Students’ final examinations, and any unreturned term work, shall be retained and then shredded six months after the deadline for reappraisal and grade appeals.