

I. H. ASPER SCHOOL OF BUSINESS

Regulation on Accommodations for Missed Undergraduate Term Examinations (Formerly: Asper School of Business Policy on Deferrals of Term Exams)

Preamble

To fulfill the I.H. Asper School of Business mission to provide undergraduate students “with the opportunity to develop skills and acquire knowledge that will enable them to contribute meaningfully as leaders in organizations”, students are encouraged to participate in student government activities and student events. It is recognized that such participation may at times necessitate a student to miss a term examination (defined as an exam, other than the final exam, requiring the student to take the exam in person or in real-time online).

This regulation document defines what is and what is not an acceptable reason for accommodations for missed term examinations in Asper School courses stemming from participation in student government activities and student events. This regulation applies only to term examinations, not final examinations, for which the University’s Final Examinations and Final Grades Policy will apply. Further, missing a final examination requires applying for a deferred exam via the Undergraduate Program Office.

The University’s below list of acceptable reasons that qualify for accommodation for missed final examinations will also apply to term examinations in Asper School undergraduate courses. In addition, this regulation document lists activities and events that qualify for accommodations should students have to miss a term examination for participating in one of those.

- i) medical and/or compassionate condition
- ii) participation in an inter-university, provincial, inter-provincial, national, or international scholastic or athletic event
- iii) religious obligations

Missing deadlines for submitting assignments or term work completed outside of class are not eligible for accommodation under this regulation, as it is expected that the student could have planned their schedule around the event or activity to complete the submission on time.

This document does not address the issue of participation marks in class. Losing participation marks by not being in class is a measurable cost of attending or participating in student events and conferences. It is up to the instructor to make an accommodation for class participation marks if he/she sees fit.

Section 1.0 Requirements for Accommodation

- 1.1 In order to have an accommodation, a student must provide the professor with a written request for an accommodation at least five working days prior to the date of the term examination. At this time, the professor may require proof of attendance at the event. If no application is received by the cutoff time, the professor is under no obligation to provide an accommodation.
- 1.2 The exam must occur at the same time as the event or activity the student is involved in, factoring a reasonable travel time to and from the event. Participation in an activity or

event must actually prevent the student from attending the exam. It is not acceptable for students to apply for an accommodation on the grounds that they are involved in organizing an event or activity that prevents them from studying for the exam or taking the exam. No event is considered so significant that it precludes a student from studying for an exam. Students are expected to manage their time and develop the ability to prioritize their work.

Section 2.0 Events Qualifying for Accommodation

The students noted under each of the following events should be provided with accommodations for missed term examinations provided they meet the eligibility requirements listed above.

- 2.1 CSA Corporate Golf Tournament
CSA Professional Development Co-Chairs and Vice President of Operations
- 2.2 Celebrating Co-op
All Asper Co-op students
The date and time of this event will be conveyed to faculty members at least ten working days prior to the deadline for the course outlines to be submitted so that faculty can avoid scheduling examinations on this date.
- 2.3 Lunar New Year Festival & Dinner
CSA International Communications Co-Chairs and Vice President Academic Events
- 2.4 Commerce Business Banquet
Asper B.Comm. students
The date and time of this event will be conveyed to faculty members at least ten working days prior to the deadline for the course outlines to be submitted so that faculty can avoid scheduling examinations on this date.
- 2.5 Commerce Graduation Banquet
CSA Graduation Co-Chairs, President and Vice President Academic Events
- 2.6 Commerce Socials
CSA Commerce Socials Co-Chairs and Vice President Social Events
Students may be accommodated (as per Section B) for term tests or exams scheduled the evening of or the morning after these events.
- 2.7 CSA Etiquette Evening
CSA Professional Development Co-Chairs and Vice President of Student Services
- 2.8 Visionary Indigenous Business Excellence (VIBE) Award Dinner
All student members of AIBEP (Indigenous Business Education Partners) and UMICS (University of Manitoba Indigenous Commerce Students), CSA President, and Vice President Internal
- 2.9 Five Days for the Homeless (opening and closing ceremonies only)
CSA Event Chairs, Vice President of Programming Social Events, and sleepers

- 2.10 First Year Case Competition
Competing students, CSA Academic Competition Co-Chairs, and Vice President Academic Events
- 2.11 IDEA Dinner
Students chosen on merit
- 2.12 MISA Biztek
MISA executive council members
- 2.13 Shinerama
CSA Event Chairs and the Vice President of Programming
- 2.14 Suit Up Fashion Show
CSA Special Events Co-Chairs and Vice President Social Events
- 2.15 UMAC Fish Dinner
Event planners (two or three)
- 2.16 UMFO Banquet
Event planners (two or three)
- 2.17 UMMA Conference
Event planners (two or three)
- 2.18 Conferences and Competitions
The following conferences and competitions provide an executive level experience to all participants. The events are attended by members of the CSA executive and students chosen on merit to participate in the event/activity or are registered to take the specified exam. The conferences range in length from a weekend to as long as one week. They all provide an opportunity to broaden student understanding of the real world of business.
 - 2.18.1 AIESEC Canada (Association Internationale des Etudiants en Sciences Economiques et Commerciales)
 - 2.18.2 ANPA Case Competition (Alberta Not-for-Profit Association Case Competition)
 - 2.18.3 APEX Conference (Achieving Professional Excellence, York University)
 - 2.18.4 CEO Manitoba Conference, Elevator Pitch, and Bus Crawl (Collegiate Entrepreneurs' Organization)
 - 2.18.5 Sanctioned Asper School Trips (e.g. ASBAA Toronto Trip)
 - 2.18.6 BASC Competition (Business and Accounting Student Case Competiton)
 - 2.18.7 CABS Conference (Canadian Association of Business Schools)
 - 2.18.8 Canadian Business Schools Conference
 - 2.18.9 CAS Exams (Casualty Actuarial Society)
 - 2.18.10 CASE-IT Competition
 - 2.18.11 CFA Exams
 - 2.18.12 CFA Institute Research Challenge

- 2.18.13 CSA General Council Retreat
 - 2.18.14 ECCC (Engineering & Commerce Case Competition)
 - 2.18.5 Excalibur Case Competition
 - 2.18.6 ICBC (Inter Collegiate Business Competition)
 - 2.18.17 Investors Group Case Competition
 - 2.18.18 JDC West Competition
 - 2.18.19 Munich Re Cup (National Actuarial Case Competition)
 - 2.18.20 NBSC (National Business School Conference)
 - 2.18.21 Operations Stimulus Case Competition
 - 2.18.22 QBET (Queen's Conference on the Business Environment Today)
 - 2.18.23 QMAC (Queen's Marketing Competition)
 - 2.18.24 RMBS (Rocky Mountain Business Seminar)
 - 2.18.25 Roundtable (incoming and outgoing CSA Executives)
 - 2.18.26 SOA Exams (Society of Actuaries)
 - 2.18.27 Ted Rogers Management Conference (Ryerson University)
 - 2.18.28 West Coast Leadership Retreat
 - 2.18.29 Western/Eastern Canadian Leadership Retreat
- 2.19 Candidates in Student Government Elections
Business students who are running for UMSU President, UMSU Vice President, CSA President, CSA Vice President Internal, CSA elected positions, or University Senate should be allowed accommodations for missed term examinations during the public fora as decared by the CRO (Chief Returning Officer). This period varies for UMSU elections and is normally one week for CSA elections.
- 2.20 Events Not Listed in Section 2.0
For events not listed in category 2.0 above, the Associate Dean (Undergraduate) will consider and approve or deny the request for accommodation, provided student participation in the event potentially satisfies at least one of the following requirements:
- Enhance the academic reputation of the Asper School of Business
 - Lead to academic knowledge development
 - Build corporate social responsibility in the student
 - Involve networking with members of the business community

Section 3.0 Options for Accommodation

Three options are available to deal with missed term examinations (see below). These options are granted at the discretion of the professor, who is not obliged to choose an option simply because it is convenient to the student. The student should be informed which of the three options has been chosen by the professor, and this will be done within four business days after the submission of the request for accommodation.

- 3.1 Option A
The professor allows the student to write the exam at a later time or date, at the professor's discretion.
- 3.2 Option B
The professor allows the student to take the exam at an earlier date or time, at the professor's discretion.
- 3.3 Option C
The professor adds the weight of the missed term examination onto another examination(s) that is to be taken in the future. The professor decides which examination(s) these marks will be added to.

With each of the options A or B, the professor will offer the student a choice of writing times for the examination no earlier or later than one week before or after the original exam date respectively. Once the student and professor have agreed on the writing time, the student is obligated to write the examination at that agreed-upon time. If the examination is not written, the professor will decide whether another examination time will be granted or a grade of zero will be assigned to the missed examination.

Any option chosen must not violate the University's Final Examinations and Final Grades Policy or Procedures.

Section 4.0 Right of Revocation

The professor is not bound by these regulations if the student fails to meet the requirements listed in Section 1.1 and 1.2 above.

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