

**I.H. ASPER SCHOOL OF BUSINESS**  
**Regulation on Academic Consideration 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 academic consideration 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 academic consideration 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 academic consideration for class participation marks if they see fit.

**Section 1.0 Requirements for Academic Consideration**

1.1 To have an academic consideration, a student must provide the professor with a written request for an academic consideration 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 academic consideration.

1.2 The exam must occur at the same time as the event or activity the student is involved in, inclusive of 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 academic consideration 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 unless they are required to be onsite for the event. 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 Academic Consideration

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

### 2.1 CSA Corporate Golf Tournament

CSA External Events Coordinator and Vice President Professional Development

### 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 The Commerce Week (TCW)

CSA TCW Co-Chairs and Vice President Student Life

### 2.4 CSA Corporate Partners Appreciation Night

CSA Vice President Corporate Relations and CSA Executive

### 2.5 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.

### 2.6 Commerce Graduation Banquet

CSA Graduation Co-Chairs, President and Vice President Academic Events

### 2.7 Commerce Socials

CSA Commerce Socials Co-Chairs and Vice President Student Life

Students may be accommodated (as per Section B) for term tests or exams scheduled the evening of or the morning after these events.

### 2.8 Visionary Indigenous Business Excellence (VIBE) Award Dinner

All student members of IBEP (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

5 Days for the Homeless Co-Chairs and CSA Vice President Community

### 2.10 Student Appreciation Week (SAW)

## CSA Commerce Chairs Co-Chairs and Vice President Student Life

- 2.11 Tour de Commerce  
CSA Student Development Coordinators and CSA Executive.
- 2.12 Howard Morry Leadership Conference  
CSA External Events Coordinators and Vice Professional Development
- 2.13 Commerce Socials  
CSA Commerce Socials Co-Chairs and Vice President Student Life  
Students may be accommodated for term tests or exams scheduled the evening of or the morning after these events.
- 2.14 Internal competitions organized by the CSA and STAGS  
Competing students, CSA/STAG Case Competition Co-Chairs, and Vice President Academics (if applicable)
- 2.15 External regional, national and international competitions sourced by the Experiential Learning (EL) Office or competitions vetted by the EL Office  
Competing students
- 2.16 IDEA Dinner  
CSA President, CSA Executive, and students chosen on merit
- 2.17 IGNITE Dinner  
CSA President, CSA Executive, and students chosen on merit
- 2.18 Associates Annual General Meeting  
CSA President
- 2.19 Young Associates/Associates Speaking Engagement  
CSA President
- 2.20 Shinerama  
CSA Shinerama Co-Chairs and CSA Vice President Community
- 2.21 ASBAA CPA Networking Night  
Event planners (two or three)
- 2.22 UMICS Future of Indigenous Business Banquet (FIBB)  
Event planners (two or three)
- 2.23 MISA Biztek  
MISA Executive
- 2.24 UMAC Fish Dinner  
Event planners (two or three)
- 2.25 UMFO Banquet  
Event planners (two or three)

2.26 UMMA Conference  
Event planners (two or three)

2.27 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.

2.27.1 AIESEC Canada (Association Internationale des Etudiants en Sciences Economiques et Commerciales)

2.27.2 APEX Conference (Achieving Professional Excellence, York University)

2.27.3 Sanctioned Asper School Trips (e.g. ASBAA Toronto Trip)

2.27.4 CABS Conference (Canadian Association of Business Schools)

2.27.5 Roundtable Conference (RT) (incoming and Outgoing CSA Executives)

2.27.6 Canadian Business School Conference (CBSC) (CSA President)

2.27.7 Canadian Leadership Retreat (CLR) (CSA Executive)

2.27.8 CAS Exams (Casualty Actuarial Society)

2.27.9 CASE-IT Competition

2.27.10 CFA Exams

2.27.11 CFA Institute Research Challenge 4

2.27.12 Excalibur Case Competition

2.27.13 NBSC (National Business School Conference)

2.27.14 NEW Conference (Network of Empowered Women, University of Alberta)

2.27.15 QBET (Queen's Conference on the Business Environment Today)

2.27.16 RMBS (Rocky Mountain Business Seminar)

2.27.17 STAG Start-Up Conference (CSA and STAG Executives)

2.27.18 SOA Exams (Society of Actuaries)

2.27.19 Ted Rogers Management Conference (Ryerson University)

2.28 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 declared by the CRO (Chief Returning Officer). This period varies for UMSU elections and is normally one week for CSA elections.

2.29 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 academic consideration, 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 Academic Consideration

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 academic consideration.

#### 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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