



<b>SUBJECT:</b>	<b>CATEGORY:</b>	<b>NO.</b>
<b>Academic Accommodation for Students in the Reserve Forces</b>	<b>Student Services</b>	<b>1201</b>

**PREAMBLE**

The intent of this policy is to provide recognition and accommodation for students at SIAST who are enrolled as reservists in the Canadian Forces. SIAST supports the valuable work of the Canadian Reserve Forces.

**POLICY**

SIAST 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 SIAST.

**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 SIAST approving authority, normally the program head or instructor, 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.

Approved by:	Prepared by:	Date Issued:	Supersedes/New	Page
President & CEO	Associate Vice-President, Student Services	April 2, 2014	Supersedes	1 of 3 #1201

## 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 and sign a plan for the student to resume his/her 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 a student's academic studies to perform military service.
- Longer term leaves of absence (more than two weeks and less than one semester) from a student's academic studies to perform military service.
- Extended leaves of absence (one or more semesters) from a student's academic studies to perform military services with no effect on his/her existing admission status or course requirement completion.
- Assistance with admission, readmission and registration procedures should a student encounter difficulties related to absences for military services.
- Exemptions from financial and other penalties associated with leaves of absence, exam deferrals or assignment postponements noted above.

Approved by:	Prepared by:	Date Issued:	Supersedes/New	Page
President & CEO	Associate Vice-President, Student Services	April 2, 2014	Supersedes	2 of 3 #1201

## 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 (two weeks or less)		Instructor
<input type="checkbox"/> Leave of Absence from Class/Lab (more than two weeks and less than one semester)		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.*

Approved by: President & CEO	Prepared by: Associate Vice-President, Student Services	Date Issued: April 2, 2014	Supersedes/New Supersedes	Page 3 of 3 #1201
---------------------------------	---	-------------------------------	------------------------------	-------------------------