

Policy Name	Academic Accommodation for Students in the Reserve Forces		
Policy #	1201	Category	Student Services
Policy Sponsor(s)	Associate Vice-President, Student Services	Previous Revision Date	April 2, 2014
Policy Approved by	President & CEO	Revision Date	June 4, 2020
Procedures Approved by	Provost and Vice-President, Academic	Review Date	See Policy Review Date or as Required

See the related [POLICY](#).

DEFINITIONS

Primary reservists are largely military members who have other full-time civilian employment or who attend school, and who dedicate themselves to the military on a part-time basis.

PROCEDURES

1.0 Academic Accommodations

1.1 Procedures:

1. Continuing Education students should discuss future delivery options and schedules with the relevant continuing education consultant.
2. Student-reservists are to submit requests for academic accommodation in writing using the Application Form for Accommodation – Students in the Reserve Forces (Appendix A).
3. The student-reservist must attach “notification of posting instructions” from the Department of National Defence (DND) to the form, confirming the need for accommodation.
4. Requests should normally be provided in sufficient time to allow proper review and consideration.
5. Academic accommodations may include:
 - 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.
 - Other accommodations as determined appropriate by the approving authority
6. The Saskatchewan Polytechnic approving authority will be the academic chair in consultation with the program head or instructor, will render a decision to either grant or refuse the request and communicate the decision to the student.
 7. The completed form will be submitted to Enrolment Services for the official student file.



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 "notification of posting instructions" from the Department of National Defence (DND) verifying the reason for the request.

Student Name: _____ Student 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		Academic Chair
<input type="checkbox"/> Write Final Exam elsewhere under Military Proctor		Academic Chair
<input type="checkbox"/> Reschedule other Exam/Test		Academic Chair
<input type="checkbox"/> Postpone Assignment		Academic Chair
<input type="checkbox"/> Leave of Absence from Class/Lab (two weeks or less)		Academic Chair
<input type="checkbox"/> Leave of Absence from Class/Lab (more than two weeks and less than one semester)		Academic Chair
<input type="checkbox"/> Leave of Absence from Program (one or more semesters)		Academic Chair
<input type="checkbox"/> Late Admission, Re-Admission, Late Registration		Academic Chair /Registrar
<input type="checkbox"/> Recognition of Military Workplace Learning		Academic Chair
<input type="checkbox"/> Exemption of Related Fees		Academic Chair /Registrar
<input type="checkbox"/> Other		TBD

Student Signature

Date of Application

STAFF USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved (state reason): _____
Name: _____	Position: _____
Signature: _____	Date: _____
<i>Completed original to be forwarded to Enrolment Services with copies to program dean, instructor and applicant.</i>	