School of Engineering
Procedures for Requesting a Deferred Final Exam or Deferred Condition – FALL 2013

Fall Semester
(ENGG courses and MATH*2270)

Students who miss a final exam for an ENGG course or MATH*2270 in the fall semester only are granted a deferred condition if appropriate documentation is provided to support their grounds for the request (see Missed Final Exams section below). The deferred condition for a missed final exam will be in the form of a two-hour exam to be written during the first or second week of classes of the subsequent winter semester. The deferred condition schedule for missed final exams is published on the SOE Academic Counselling webpage.

As per University policy, appropriate medical documentation must be submitted to the SOE Program Counsellor or the SOE Undergraduate Secretary within five business days of the date of the missed final exam. The documentation must also be received no later than Thursday, January 2, 2014 to be granted a deferred condition for a missed final exam of an ENGG course or MATH*2270 from F13.

Students who are granted a deferred final exam for other course attempts in the fall semester will write the deferred final exam during the scheduled deferred exam period as published in Section III, Schedule of Dates in the Undergraduate Calendar. Deferred final exam schedules will be posted on Webadvisor, as required.

Winter and Summer Semesters
(All courses)

Students who are granted a deferred final exam for any course taken in the Winter or Summer Semesters will write the deferred final exam during the scheduled deferred exam period as published in Section III, Schedule of Dates in the Undergraduate Calendar. Deferred final exam schedules will be posted on Webadvisor, as required.

Missed Final Exams

Missing a final exam is a serious academic situation. Students may be granted a deferred final exam ONLY if they have legitimate grounds for academic consideration.

The most common reason for missing a final exam is due to illness. Normally, the Academic Review Committee will not grant academic consideration to a student who chooses to write a final exam, and then afterward states that their medical, psychological
or compassionate condition impacted their performance on the exam.

If a student feels that their academic performance on a final exam is in jeopardy due to their medical, psychological or compassionate circumstances, it is the student's responsibility to consult their Program Counsellor as soon as possible so as to initiate action, and provide any required documentation.

**Medical documentation for a missed final exam should always be submitted directly to the Program Counsellor.**

Requests for academic consideration for a missed final exam based upon psychological or compassionate grounds must be submitted to Undergraduate Program Services (UC Level 3) on an appropriately completed Request for Academic Consideration form, along with any supporting documentation. Please refer to the Undergraduate Calendar, VIII Undergraduate Degree Regulations and Procedures, Academic Consideration, Appeals and Petitions for more information on how to make a request.

[http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml](http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml)

Students who are ill on the day of a final exam are advised to visit the on-campus Student Health Services, an off-campus medical clinic, or a hospital emergency before attempting to write a final exam.

**If you choose to write your final exam while you are ill, you will not be granted a re-write even if medical documentation is provided after the fact.**

If a student visits a physician off-campus, an off-campus medical form is required. The off-campus medical form, located on the SOE Academic Website, and available in the SOE reception area, must be filled out by the attending physician. It is the student’s responsibility to ensure that the physician clearly provide all pertinent information regarding the effects of the medical condition that prevented the student from writing the exam, the date of the medical examination and, where applicable, the dates the student would have been severely or moderately affected.

The Academic Review Committee and/or the Program Counsellor have the right to deny medical consideration under one or more of the following conditions:

- Absence of an off-campus medical form or a medical form from Student Health Services.
- Absence of provision of sufficient information on the medical form by the attending physician.
- Apparent discrepancies in dates or the medical condition.
- The medical condition is deemed by the attending physician as being slight, negligible, or inconclusive.
- The medical examination is conducted after the symptoms of the illness have passed and the documentation is based solely on the student’s description of the illness.
Deferred Final Exam Period

When a student makes a request for a deferred final exam, it is their responsibility to be prepared to write the exam during the scheduled deferred exam period as published in Section III, Schedule of Dates in the Undergraduate Calendar, or the scheduled deferred condition period posted on the SOE website, regardless of when they receive confirmation from the registrar or the SOE program counsellor that the deferred exam or deferred condition was granted.

The start and end dates of the official deferred exam period are published in the Schedule of Dates in the Undergraduate Calendar. The final deferred exam schedule for specific courses will be posted on Webadvisor once the deferred exam schedule is finalized.

The start and end dates of the SOE deferred condition period are published on the SOE Academic Counselling website. The deferred condition schedule for specific courses will be posted on the same website on the Friday prior to the commencement of the deferred condition period.

A student, who cannot attend their deferred exam or deferred condition, as scheduled, must make a request for academic consideration within five business days of the date of the missed deferred exam/condition to receive an extension, and they must have medical, psychological or compassionate grounds for their request.

*Updated, November 12, 2013*