

**THIS APPLICATION IS FOR DEFERRAL OF FINAL EXAMINATIONS
AND/OR FINAL TAKE-HOME EXAMINATIONS**

Students are expected to be available for the duration of a course including the examination period. Dates and deadlines are made available to students in the Carleton University Undergraduate Calendar well in advance of registration.

Occasionally, students encounter circumstances beyond their control (i.e. serious illness) where they may not be able to write a final examination and/or submit a final take-home examination and may apply for a deferral. Regulations pertaining to final examinations and deferred final examinations are available in sections 4.3 and 4.4 of the University Calendar (<https://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/examinations/#deferred-final-exams>).

In order to apply for a deferral, original supporting documentation must be attached and received by the Registrar's Office no later than **THREE working days** after the scheduled final examination date and/or the take-home due date.

If you are requesting a deferral for extraordinary circumstances other than illness, please consult with the Registrar's Office regarding appropriate supporting documentation.

Students who are unable to write a final examination because of a serious illness/emergency or other circumstances beyond their control may apply for accommodation. Normally, the accommodation for a missed final examination will be granting the student the opportunity to write a deferred examination. In specific cases when it is not possible to offer a deferred examination, and with the approval of the Dean, an alternate accommodation may be made.

The application for a deferral must:

- be made in writing to the Registrar's Office no later than **three working days** after the original final examination or the due date of the take-home examination; and,
- be fully supported by appropriate documentation and, in cases of illness, **by a medical certificate dated no later than one working day after the examination**, or by appropriate documents in other cases. Medical documents must specify the date of the onset of the illness, the (expected) date of recovery, and the extent to which the student was/is incapacitated during the time of the examination. **The University's preferred medical form can be found at the Registrar's Office forms and fees page (https://carleton.ca/registrar/wp-content/uploads/med_cert.pdf).**

Submission of supporting documentation does not itself necessarily constitute grounds for the granting of a deferral. The rationale must clearly demonstrate serious illness or extraordinary circumstances beyond the student's control that would warrant exemption from the regular examination schedule or final take-home examination due date.

Students with a history of deferred examinations may be asked to supply additional documentation to support any request for a deferred examination. All documents submitted to the University by way of an application for admission, residence, financial awards, appeals or petitions become the property of the University. All original documents submitted form an official part of the student record and only copies of the original will be open to access. Carleton University retains electronic student files for all students admitted for the 2013 fall term and beyond. Original documents that have been digitized for inclusion in the student's file are destroyed in compliance with the University's privacy policies.

The Registrar's Office does not process deferral applications for **mid-term examinations or final assignments**. In these cases, the student must contact the course instructor to discuss options.

For information on deferrals, including Frequently Asked Questions (FAQ's), please visit: carleton.ca/registrar/special-requests/deferral.

Important Information:

- Your graduation may be delayed if you defer an examination in the final session leading up to your Winter (February) or Spring (June) graduation. Deferral of winter examinations may delay your academic performance evaluation. For further information, please consult the Registrar's Office.
- Deferred examinations may affect registration due to prerequisite and year level restrictions.
- Examination schedules will be posted approximately 10 days prior to the examination date in Carleton Central, and **STUDENTS ARE RESPONSIBLE FOR REVIEWING THIS INFORMATION FOR THE EXACT DATE, TIME, AND LOCATION OF THE EXAMINATION.**
- You **CANNOT** write the regularly scheduled final examination in a course for which you have obtained approval to write a deferred examination. If you feel that you are capable of writing the final examination after obtaining approval to defer, you must contact the Registrar's Office prior to writing the final examination. Failure to do so may result in your final examination being discarded.

Regulations

1. Students will not be given a deferral of a deferred final examination or final take-home examination.
2. Students who are unable to write their deferred **final** examination(s) or submit their **final** take-home examination(s) by the deadline may submit an Undergraduate Academic Petition to the Registrar's Office in order to explain the circumstances.
3. **Undergraduate Academic Petitions will ONLY be processed by the Registrar's Office once all of the required information, as stated below, is provided.**

Deadline Information

The Undergraduate Academic Petition must be accompanied by appropriate and complete documentation regarding the circumstances which were beyond the student's control that resulted in missing the deadline and this **must be submitted within three working days** after the scheduled date of the missed examination or the take-home examination deadline.

Required Documentation

a) Students who were unable to complete a deferred final examination or take-home examination due to illness will need to see a physician **within one business day** of the missed examination or take-home examination deadline. All original Medical documentation submitted in support of the Petition must include:

- i. The date and time of the visit with the physician;
- ii. The date of the onset of the illness;
- iii. The (expected) date of recovery; and
- iv. The degree of incapacitation.

A Medical Certificate should be printed from the following website for your physician to complete:
carleton.ca/registrar/forms

b) For other circumstances beyond the student's control (for example, a death in the immediate family), original copies of official documentation are required.

c) Students who have missed three or more deferred examinations and/or take-home examination deadlines at Carleton University in the past will be asked to provide additional information. Please contact the Registrar's Office for details.

Final Decisions

In cases where it has been determined that a student was unable to complete the deferred final examination or deferred take-home examination due to properly documented personal or medical reasons, performance in the course will be reviewed. The grade assigned will be based on the student's term performance as follows:

AEG - A final grade of AEG (Aegrotat) will be assigned if the student has completed and been assessed on 60% or more of the course work (as defined in the course outline) and has achieved a final grade of at least 50% (assessing the grade for the missed work as zero%). The grade of AEG provides the student with a pass for the course but has no impact on the CGPA calculations.

WDN - A final grade of WDN (Withdrawn) will be assigned in cases where the term work is satisfactory (as defined in the course outline) but the student is not eligible for AEG. There is no course credit for WDN grades and there is no impact on the CGPA calculations. The notation of WDN will appear on the transcript.

F - A grade of F will be assigned where term work is not satisfactory as defined by the course outline.

The Registrar's Office will advise students regarding the final outcome for their Petition via email to their Carleton University email account.

Questions regarding missed deferred examination and/or take-home examination procedures should be directed to registrar@carleton.ca.