Name

Carleton Email Address

Program

Level: 

Student Number

Daytime Telephone

Examínation/Assignment Details:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course #</th>
<th>Section</th>
<th>Scheduled Date and Time of Exam</th>
<th>Official Final Assignment Due Date</th>
<th>Official Take-home Examination Due Date</th>
<th>Reference Number (Office Use Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ex: SOCI</td>
<td>1001</td>
<td>A</td>
<td>December 15, 2014 @ 2pm</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

Please check appropriate box for each question:

1. Did you leave a final examination while it was in progress? Course Number:
   - Yes
   - No

2. Did you complete and submit a final examination that you are requesting to defer?
   - Yes
   - No

3. Did you make arrangements with the Paul Menton Centre (PMC) for the original examination date?
   - Yes
   - No

4. Have you applied for graduation?
   - If so, indicate for which session:
     - Fall
     - Winter
     - Summer
   - Yes
   - No

5. Do you need to write your deferred examination off-campus? Note: There is a charge for this service.
   - Yes
   - No

6. Have you attached all original supporting documentation?
   - Yes
   - No

I confirm that I have read and understand the instructions and requirements of this form and that all the information and documentation provided in support of this deferral application are accurate and true. Further, I authorize the Registrar’s Office to contact those who have provided documentation submitted with this application, including but not limited to medical documentation, for purposes of validation/authentication.

Student Signature: __________________________ Date: __________________________

Decision (Office Use Only)

☑ Granted
☐ Not Granted

Deferred Exam Period:

Take Home Exam Due Date

Assignment Due Date

Rationale is not sufficient
Documentation does not cover examination date or assignment due date
Medical documentation dated later than one working day after missed exam
Documentation must be on letterhead & bear office stamp/seal
Application received late (outside of 3 day requirement)
No documentation provided
Other:

Processed by: __________________________ Date: __________________________ Reference Number: __________________________ BDM: ☐ Yes ☐ No

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact Erika Strathearn, FIPPA representative for the Registrar’s Office (300 Tory Building, 613-520-3500). Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

At Carleton University, we recognize and respect the importance of privacy. We commit to the collection, use and disclosure of your personal information only as directed by the Freedom of Information and Protection of Privacy Act (FIPPA). Officers of the Registrar’s Office and the University Appeals Committees are legally authorized under section 38 (2) of FIPPA to collect personal information, whether directly from the individual, or indirectly from other record collections in the custody or control of the University (i.e. Student Academic Success Center, academic departments, and related service units), as required in support of a petition or appeal.
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 submit a final assignment/take-home examination or write a final examination and may apply for a deferral. Regulations pertaining to Final Examinations and Deferred Final Examinations are available in sections 2.4 and 2.5 of the University Calendar (http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/acadregsuniv2/).

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 confirmed due date.

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

Students who do not write/attend a final examination because of illness of other circumstances beyond their control may apply to write a deferred examination. 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: 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 assignment 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.

The Registrar’s Office does not process deferral applications for mid-term examinations. The student must contact the course instructor to discuss options.

**Important Information:**

- Your graduation may be delayed if you defer an exam 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.
- The granting of a deferral requires that the student has performed satisfactorily in the course according to the evaluation scheme established in the Course Outline, excluding the final examination for which deferral privileges are requested. This can include a minimum score received in the course before the final exam; attendance; successful completion of a specific task (e.g., term paper, a critical report, a group project, computer or other assignments); laboratory work; successful passing of midterm(s); and other reasonable conditions.
- Examination schedules will be posted 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. Failure to do so may result in your final examination being discarded.
- For further information on Deferrals, including Frequently Asked Questions (FAQ’s), please visit: carleton.ca/registrar/special-requests/deferral.
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 3 working days after the scheduled date of the missed examination or the assignment deadline.

Required Documentation

a) Students who were unable to complete a deferred final examination or final assignment due to illness will need to see a physician within one business day of the missed examination or assignment 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

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 assignment 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 final assignment 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.

DNC - A final grade of DNC (Did Not Complete) 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 DNC grades and there is no impact on the CGPA calculations.

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 or final assignment procedures should be directed to registrar@carleton.ca.

1. Students will not be given a deferral of a deferred final examination or final assignment.
2. Students who are unable to write their deferred final examination(s) or submit their final assignment(s) by the assignment 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

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