

# Program Change Request

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Date Submitted: 09/05/25 11:30 am

Viewing: **TBD-1887 : R-UG-4.3 Deferred Final Examinations**

Last approved: 04/25/25 11:41 am

Last edit: 09/17/25 4:43 pm

Last modified by: angelwagner

[Changes proposed by: angelwagner](#)

## In Workflow

1. REGS RO UG Review
2. PRE SCCASP
3. SCCASP
4. Senate
5. PRE CalEditor
6. CalEditor

## Approval Path

1. 09/11/25 11:48 am  
Caitlin MacGregor  
(caitlinmacgregor):  
Approved for REGS RO  
UG Review
2. 09/12/25 10:52 am  
Angel Wagner  
(angelwagner): Approved  
for PRE SCCASP

## History

1. May 3, 2019 by  
mikelabreque
2. May 14, 2019 by  
mikelabreque
3. May 14, 2019 by  
mikelabreque
4. May 14, 2019 by  
mikelabreque
5. May 7, 2021 by Natalie  
Phelan (nataliephelan)
6. Apr 5, 2023 by Natalie  
Phelan (nataliephelan)
7. Oct 27, 2023 by Natalie  
Phelan (nataliephelan)
8. Jan 3, 2025 by Angel  
Wagner (angelwagner)
9. Apr 25, 2025 by Angel  
Wagner (angelwagner)

Effective Date	2026-27
Workflow	<a href="#">majormod</a> <del>minormod</del>
Program Code	TBD-1887
Level	Undergraduate
Faculty	Not Applicable
Academic Unit	Regulations: RO
Degree	
Title	R-UG-4.3 Deferred Final Examinations

## Program Requirements

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### 4.3 Deferred Final Examinations

#### 4.3.1 Deferred Final Examinations

Students who are unable to write a final examination because of extenuating circumstances, as defined in the [Academic Consideration Policy](#), 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:

1. be made ~~using in writing to~~ the [Online Deferral Application Registrar's Office](#) no later than three (3) [business working](#) days after the original final examination [date](#) or the due ~~date~~ [date](#) of the take-home examination; and,
2. be fully supported by appropriate documentation.
  - In cases of short-term extenuating circumstances normally lasting no more than five (5) days, students must complete the University's self-declaration form ~~which is~~ included in the [online](#) deferral application ~~found~~ on the [Registrar's Office website](#).
  - ~~In Additional documentation is required in~~ cases of extenuating circumstances lasting longer than five (5) [days, additional documentation is required](#) ~~days~~ and must be supported by a medical note [dated no later than one \(1\) working day after](#) [specifying](#) the [examination specifying the](#) date of onset of ~~the illness~~, the [illness, the](#) (expected) date of recovery, and ~~the the~~ extent to which ~~the the~~ student was/is incapacitated during ~~the the~~ time of ~~the the~~ examination. The University's preferred medical form can be found at the Registrar's Office [here](#).

#### 4.3.2 Missed Deferred Examinations

Students will not be given a deferral of a deferred examination.

Students granted a deferred final examination who are then unable to write the deferred final examination will receive the

earned grade in the course (which may be an F).

Students granted a deferred final examination who are then unable to write the deferred final examination due to properly documented personal or medical conditions may appeal to receive one of the notations Aegrotat (AEG) or Withdrawn (WDN) for the course as assigned by the appropriate appeal committee. (Students may not petition for one of these alternate notations if they attended the deferred examination but did not complete it for personal or medical reasons, unless the circumstances satisfy the requirements for Early Departure from Final Examinations in Section 4.3.3 below.) The self-declaration form is not sufficient documentation for this application. NOTE: If a student would be unable to pass the course as specified in the course outline, regardless of the result of a final examination, a grade of F may still result. If a student is passing the term work and is able to pass the course as specified in the course outline, based on the results of a final examination, then a withdrawn (WDN) may be granted.

*Aegrotat* standing may be considered for applicants for deferred finals but will be granted only if a substantial proportion of the term work has been completed and is of high quality. AEG denotes a pass standing.

Students who have obtained approval for a deferred examination in a Carleton University Online course will have access to course materials after the end of the academic term of the original course.

Deferred final examinations are scheduled in the time period approved by Senate. Please refer to the [Academic Schedule](#) for deferred examination dates.

### 4.3.3 Early Departure from Final Examinations

Students are expected to assess their medical situation/ability to write an examination prior to entering the examination room. Students who do not write a final examination because of extenuating circumstances/emergency beyond their control may apply to write a deferred examination. Section 4.3.1 above outlines the regulations governing deferral of final examinations.

Students are expected to complete a final examination once begun. If the student experiences a significant deterioration of health while the examination is in progress, it may be possible to submit a petition to apply to write a deferred examination.

A significant deterioration during an exam is a situation whereby the student requires immediate and/or emergency medical attention. In such circumstances, a student will be required to seek appropriate documentation to confirm that the medical situation caused significant, acute symptoms during the examination that completely prohibited the student from completing the exam, describing the specific impacts on the student's ability to continue the exam.

A student must then petition to the Registrar's Office within three (3) business days of the examination with appropriate supporting documentation. The self-declaration form is not sufficient documentation for this application.

Minor illnesses and ongoing chronic illnesses under medical management will normally not be considered valid grounds for granting a deferred final examination.

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New Resources	No New Resources
Summary	Reference to the online deferral application and self-declaration form added.
Rationale for change	Paper deferral applications are no longer used. Language updated to reflect current practice.
Transition/ Implementation	N/A

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Program reviewer comments	<b>angelwagner (09/16/25 11:18 am):</b> Editorial: Changes do not need to go to Senate as per the discussion at SCCASP.
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### UG MINOR MODS - COURSES

Code	Title	Status	Level	Faculty	Summary
<b>Faculty of Engineering and Design</b>					
<b>School of Industrial Design</b>					
<a href="#">IDES 2205</a>	<a href="#">IDES 2205: Sensory Aspects of Design for User Experience</a>	Edited	UG	ENG	Remove preclusion statement.
<a href="#">IDES 2600</a>	<a href="#">IDES 2600: Human Factors/Ergonomics in Design</a>	Edited	UG	ENG	Update prerequisite to PSYC 1001 or PSYC 1000
<a href="#">IDES 3105</a>	<a href="#">IDES 3105: Visual Communication and Package Design</a>	Deleted	UG	ENG	remove this course.
<a href="#">IDES 3202</a>	<a href="#">IDES 3202: Advanced Studies in Form and Colour</a>	Deleted	UG	ENG	Remove course offering.
<a href="#">IDES 4200</a>	<a href="#">IDES 4200: Form Organization</a>	Deleted	UG	ENG	Remove this course offering.

### UG MINOR MODS - PROGRAMS AND REGULATIONS

Code	Title	Status	Level	Faculty	Summary
Faculty of Engineering and Design					
School of Industrial Design					
<a href="#">ID</a>	<a href="#">Minor in Design</a>	Edited	UG	ENG	remove IDES 4101, IDES 3105 and IDES 4200 from the list