IMPORTANT CHANGES AFFECTING DEFERRED EXAMINATION PROCESSES

At the March 2010 meeting of the University Senate several changes that affect examination-related processes were approved. The changes noted below become effective for courses taken during the 2010 summer session onward. Following is an explanation of the changes.

DEFERRED EXAMINATIONS

- "DEF" notations will now be defined as follows:

  A student who has missed a final examination due to unforeseeable circumstances beyond his/her control can apply to have the original grade replaced by a temporary "DEF" notation. The original grade assigned must include a "DNW" notation.

  Note: Unforeseeable and/or extraordinary circumstances may include, but are not limited to, a serious illness or severe injury; a recent death in one's immediate family; unexpectedly assuming responsibility of an immediate family member due to serious illness; severe emotional stress; fire. Personal travel is not an acceptable reason to be granted a "DEF" notation.

- Requests for deferred examinations can be made in a maximum of ***three (3)*** exam sessions during a student's undergraduate or independent studies at Concordia. (Note: the two sessions of the Summer semester will count as one semester only).

  Requests which exceed the maximum permitted number will be submitted to the newly created University Examinations Committee for consideration.

- The University Examinations Committee is comprised of one faculty member from each Faculty, a student representative, a representative from the Office of the Provost, and a representative from the Office of the Registrar. The Committee's decisions are final.

- Students have only ***one*** opportunity to write a deferred examination for any given course. Requests for a second opportunity to write a deferred examination for extraordinary circumstances will be submitted to the University Examinations Committee for consideration.

UNIVERSITÉ Concordia UNIVERSITY

REQUEST FOR "DEFERRED" NOTATION

Office of the Registrar ■ 4

(PLEASE PRINT)

Family Name _____

First Name _____

Home Telephone _____ AREA CODE

Business Telephone _____ AREA CODE

E-mail address _____

Please tick if you are a
Potential Graduate for ❒ Spring or ❒ Fall

Concordia I.D. Number _____

Date of Birth (DD/MM/YY) _____

NOTE: If you change your address or email, please update your Student Centre accordingly.

Procedure:

1. Deadline for application: **January 15** for Fall courses (/2)
   May 10 for Fall/Winter courses (/3 and /4)
   August 31 for Summer courses (/1)
2. Processing fee: **$47 per course (non-refundable)**

I did not write my final examination and wish to apply for a **temporary** "DEF" notation in the course(s) listed below:

COURSE NAME	COURSE NUMBER	SESSION	SECTION
e.g. ACCO	213	4	AA

Regulations:

1. A "DEF" notation cannot be awarded in a course(s) with an "R", "NR", or "NCR" grade. Also, the original grade submitted must contain the "DNW" notation.
2. This application must be submitted to the **Birks Student Service Centre (LB 185)** by the deadline noted above along with the necessary processing fee. ***No extensions will be granted.*** (If you don't have the supporting documents, submit the form by the deadline without them and note: "Documents to follow".)
3. Decisions on this request will not generally be made prior to the DNE (did not enter) deadline.
4. Please refer to **Section 16.3** of the current Undergraduate Calendar for further information.
5. All applications must be submitted along with a statement explaining the situation and the reasonsfor the request. All statements should be maximum one page long.

Student's Signature _____ **Date** _____

OFFICE USE ONLY	PAYMENT METHOD:	DATE:	AMOUNT:	INITIALS:
	❒ CC ❒ D/C			