DEFERRED PRIVILEGES

When students do not write a required final examination, complete a final assignment, or complete a work term report by the deadline, they may be eligible for a deferred privilege. A deferred privilege is the opportunity to complete the final course requirements after the end of the semester. The nature of the deferred privilege may take the form of either a Deferred Condition or a Deferred Examination. The Academic Review Sub-Committee grants deferred privileges on the basis of medical, psychological, or compassionate consideration (see Academic Consideration and Appeals).

Deferred privileges must be completed within the semester immediately following the semester in which the exam/course work was originally missed (refer to Chapter III - Schedule of Dates). If the Academic Review Sub-Committee assigns a passing grade or credit standing (CRD) on the basis of medical, psychological, or compassionate consideration, a student may request a deferred privilege instead. The student must make the request in writing to their Program Counsellor. The grade resulting from the deferred privilege will become part of the student’s official academic record.

Instructors do not grant deferred privileges. They can only grant academic consideration for work that is due during the semester and cannot grant extensions beyond their deadline for submission of final grades. The instructor should note on the Incomplete Coursework Form any special circumstances relating either to the student or to the way the course was conducted (see Final Grades).

Enrolment Services records the results of deferred privileges, and re-evaluates the student’s academic record for continuation of study. The University reserves the right to disallow registration until all deferred privileges are complete and the student’s final standing is calculated.

Deferred Condition

The instructor and/or Chair/Director determine the requirements and conduct of the deferred condition. The deferred condition may be a written test, an oral test, an assignment, a laboratory practical, or any other method of evaluation. The requirements for completion of the deferred condition are documented on the "Terms of Supplemental/Deferred Condition" form https://www.uoguelph.ca/registrar/downloads (https://www.uoguelph.ca/registrar/downloads/) and a copy of the form is retained by the instructor and the student. The department notifies Enrolment Services of the results of a deferred condition, normally within 7 days of its completion.

Students must normally complete a deferred condition by the end of the deferred examination schedule in the semester immediately following the completion of the course (refer to Chapter III - Schedule of Dates). Scheduling, Office of Registriaril Services advises students in writing of the deadline for the completion of a condition. In addition, Scheduling directs the student to the "Terms of Supplemental/Deferred Condition" form https://www.uoguelph.ca/registrar/downloads (https://www.uoguelph.ca/registrar/downloads/). It is the student's responsibility to contact the instructor and make arrangements for the details of the condition.

Scheduling advises departments via electronic mail of the students who have been granted deferred conditions. The memorandum specifies the date for completion of the deferred condition, and the deadline for the submission of final grades to Enrolment Services. It is the responsibility of the Chair/Director or designate to advise the appropriate instructors of the deferred conditions that have been granted.

If the condition is not completed by the required date, a grade is assigned based on the term work completed as indicated on the original Incomplete Coursework Form. An extension beyond the end of the deferred examination period will be granted only in extreme circumstances - and with provision of additional documentation - and must be completed within the same semester the original deferred condition was missed. Students may be considered for an extension or other consideration, if medical, psychological or compassionate reasons prevail at the time of the scheduled condition. In this case, the student should consult with their Program Counsellor and may submit a "Request for Academic Consideration" form with documentation within five working days of the missed condition deadline to their Program Counsellor or to Enrolment Services, Office of Registriaril Services.

Deferred Examination

Scheduling Services schedules and supervises deferred examinations that are two hours in length. Scheduling notifies departments of the deferred examination schedule and advises the students of the date, time and location of their deferred examinations. The Academic Review Sub-Committees expect students to write deferred examinations during the deferred examination period that follows the end of the semester in which the course was taken (refer to Chapter III - Schedule of Dates).

When conflicts arise between a student's deferred final examination and a midterm examination, the deferred examination takes precedence. The instructor for the class in which the midterm is being written shall make appropriate accommodation, mutually agreeable the student and instructor, for the student to make up the missed midterm examination. If the student and instructor are not able to come to an agreement, they will refer the matter to the Chair/Director responsible for the course. An extension beyond the end of the deferred examination period will be granted only in extreme circumstances - and with provision of additional documentation - and must be completed within the same semester the original deferred examination was missed. Students may request an extension, or other consideration if medical, psychological or compassionate reasons prevail at the time of the scheduled deferred examination. In this case, the student should consult with their Program Counsellor and must submit a "Request for Academic Consideration" form with documentation within five working days of the missed examination deadline to their Program Counsellor or to Enrolment Services, Office of Registriaril Services.

Procedures for Deferred Privileges

Chair/Director's Responsibilities

The Chair/Director or designated department/school examination coordinator is responsible for the following:

1. Requesting a deferred examination from the appropriate instructor upon request from Scheduling Services and informing the instructors of students who have been granted deferred privileges.
2. When a deferred examination is scheduled, forwarding one examination paper from the instructor for each student granted a deferred examination in the course, plus one extra paper per course to Scheduling Services.
3. Where the instructor is unavailable, providing the required examination papers to Scheduling Services.
Deferred Privileges

4. At the end of the Deferred Examination period, collecting completed
examination papers from Scheduling.

5. Immediately distributing the completed examination papers to the
appropriate instructor for marking.

6. In the case where a student is unable to make contact with
the instructor to determine the nature of a deferred condition,
taking necessary steps to assist the student in determining the
requirements for the condition.

7. (Chair/Director only) initialing all grades submitted by instructors
and forwarding them to the Enrolment Services, Office of Registrarial
Services, by the date indicated in the request letter.

Instructor's Responsibilities
The course instructor is responsible for the following:

1. In the case of a deferred condition, completing the "Terms of
Supplemental/Deferred Condition" form, providing student with a
copy of the form, and keeping a copy. The instructor must adhere to
the deadlines for the completion of the condition and the submission
of the final grades to Enrolment Services, Office of Registrarial
Services.

2. In the case of a deferred examination, providing examination papers
to the Chair/Director and indicating what exam aids the student in
writing the examination may use.

3. Prompt marking of deferred course materials and submission of
grades to the Chair/Director or designate.

Student's Responsibilities
1. When the Academic Review Sub-Committee grants a deferred
condition, contacting the instructor of the course and presenting the
"Terms of Supplemental/Deferred Condition" form upon notification.
Students must contact the instructor of the course immediately, in
order to complete the condition prior to the deadline specified by
Scheduling. The deadline is normally the last day of the deferred
examination period for the semester in which the course was taken
(which falls in the semester immediately following the semester in
which the course was taken, refer to Chapter III - Schedule of Dates).
The student and instructor must complete the form, indicating
the exact nature of the deferred condition. If the student cannot
contact the instructor, they must contact the Chair/Director of
the offering department/school. If the student does not make the
required contact within the deadline specified by Scheduling, the
University will assume that the student does not intend to complete
the condition, and a grade will be assigned based on term work
completed, as indicated on the original Incomplete Coursework Form.

2. When a deferred examination is granted, appearing for the deferred
examination according to the date, time and location designated on
the deferred examination timetable.

3. Students identified by Scheduling as residing outside a 150
km (approx) radius of campus are permitted to write deferred
examinations at an academic institution (high school, college or
university) within their own vicinity. Students choosing this option
must have the Off-Site Invigilator Form completed by an employee at
one of the above type of institutions and forward it to Scheduling. For
more information, form and deadline see: https://www.uoguelph.ca/
registrar/sites/undergraduate/files/docs/invigilator_form.pdf.

Registrar's Responsibilities
1. Enrolment Services informs the student and Scheduling Services
of academic review decisions, collects grades, and evaluates the
continuation of study status when deferred grades have been
recorded.

2. Scheduling Services informs the Chair/Director/designate that the
Academic Review Sub-Committee has granted a deferred condition
or examination; informs students who have been granted a deferred
condition that it is their responsibility to contact the instructor
to arrange the condition; specifies a deadline for completion of
deferred conditions; prepares a deferred examination timetable and
notifies all students who have been granted a deferred examination;
identifies students residing 150 km (approx) from Guelph, and
coordinates examinations with approved off-site invigilators (see
Student's Responsibilities above); requests the deferred examination
papers from the Chair/Director/designate; invigilates the deferred
examinations; at completion of the deferred examination period,
prepares completed examination packages for each department/
school, attaching a grade reporting sheet for each examination and
noting which students did not write and which have been granted
extensions by Program Counsellors; notifies department Chair/
Director/designate that examination packages are ready for pickup in
Scheduling.