LAURIER
Faculty of Science

DEFERRED EXAMINATION REQUEST: Frequently Asked Questions (FAQs)

Q: Where do I submit my deferred examination request?

Submit your petition for a deferred examination request to the Faculty offering the course in which you are enrolled. For courses offered by departments in the Faculty of Science (Course codes: AS, BI, CH, CP, HE, KP, MA, PC, PS, SC) a student must submit a petition to the office of the Associate Dean of Science: Student Services (N1048) for deferred examination privileges.

Q: Where do I find the Faculty of Science Deferred Examination Request form?

The form is available online. From the WLU main page, select the *Faculties* tab, select *Science* from the drop down menu. Then select *Student Information from* the left hand margin options. Click on Current Students, then click on Student Issues: Deferred exams, etc. and finally, select DEFERRED FINAL EXAMINATION REQUEST from the listed options on the page.

Q: Where do I find the Faculty of Arts, Music and SBE Deferred Examination Request forms?

The petition form for courses offered by departments in the Faculty of Arts is available online. The petition form for SBE courses is also available online. For Music courses, please see the Dean's Office in the Faculty of Music: click HERE.

Q: What is supporting documentation?

Supporting documentation consists of official documents or letters that support the explanation for your request. The expected supporting documentation for each type of deferral is specified on the Deferred Examination Request form. Failure to provide suitable documentation may result in a decision on the request being delayed or the request being denied.

Q: What supporting documentation is required for deferral requests based on medical grounds?

- **For deferral requests based on medical grounds**, students should make it their first priority to visit Health Services, their family physician, a walk-in clinic or the emergency room (as appropriate) to be examined by a physician and obtain medical documentation to support their appeal.

- **Medical certificates must be signed and dated by the physician on the day of the final examination** except in cases of serious illness (e.g,. mononucleosis or pneumonia) or surgery where the recovery time extends beyond the date of the examination.

- The original Laurier Verification of Illness form (preferred) and/or an original medical certificate MUST be submitted with the deferred examination request as verification that the student is medically unfit to attend the examination as scheduled.

- Medical certificates MUST INCLUDE, the date(s) and time(s) you were **examined by the physician**, the date(s) of illness, the nature of the illness and the expected time of convalescence. It is the responsibility of the student to

ensure that all requested information is included on their submitted Laurier Verification of Illness form/medical certificate.

- Deferral requests based on medical grounds will not be accepted PRIOR to the date of the examination (except in cases of serious illness or surgery as noted above).

- All medical certificates are subject to verification and approval. Failure to provide suitable medical documentation may result in a decision on the request being delayed, the appeal being closed or the request being denied.

- **Note that deferred examination requests based on medical grounds will not receive favourable consideration by the Faculty of Science Petitions Committee if a student writes another examination within 12 hours of the examination for which a deferral is being requested, unless justifiably accounted for in the petition.**

Q: Is a print screen of my LORIS exam schedule required?

Yes. Failure to include your LORIS exam schedule will result in a decision on the request being delayed.

Q: How will I be notified of the decision?

The decision of the Associate Dean: Student Services / Petitions Committee, and any request for further information or supporting documentation, **will be conveyed via your mylaurier.ca e-mail account ONLY**. If you are expecting a response from the Associate Dean's Office, you must regularly check your mylaurier.ca e-mail account.

Q: Who is responsible for granting or denying the request?

All requests for deferred examinations are a type of petition. Each petition will be considered individually and decisions are made based on each student's unique circumstances. Some decisions will be made by the Associate Dean: Student Services (or designate) on behalf of the Faculty of Science Petitions & Regulations Committee. In some cases, the petition will be considered at the next scheduled meeting of the Petitions & Regulations Committee.

Q: When will I write my deferred exam?

Each petition is unique and is considered on an individual basis. In general, based on University regulations, the student will write the Faculty of Science examination during the next regularly scheduled final examination period. For Fall 2013 examinations, the next examination period is that for the Winter 2014 term, **April 9-30, 2014**.

The Faculty of Science has two examination Slip Days scheduled for **Wednesday, January 8 and Thursday, January 9, 2014**. This examination period will be primarily reserved for deferred examinations for students in courses that are pre-requisites to Winter term courses (e.g., for BI 110 examinations, as this course is a pre-requisite to BI 111 offered in the Winter term). Scheduling decisions will be based on a student's Winter term registrations. Students are responsible for ensuring their Winter term course registrations are up to date. **To be considered to write on a Slip Day, all official documentation must be received by the Dean of Science office (N1048) by December 19, 2013.** Students that are to be scheduled to write the deferral on the Slip Day will be informed of the decision by Monday, December 23, 2013 at the latest.

Note that the Deferred Examination Schedule is different than the regular examination schedule. Students are advised not to make commitments during this time (i.e., vacation).

Q: How long can I expect to wait for the decision correspondence?

The time required to process the deferral request will vary from one day to a few weeks. Exam deferral request will be processed as quickly as possible, based on priority, in the order that they are received. Examination requests that are to be scheduled for the Slip Day will take priority over those that are to be written during the next regularly scheduled final examination period. Deferral requests submitted late in the examination period may not receive a response until just before the scheduled date of the examination, depending on the volume of petitions. Failure to provide suitable documentation will result in a decision on the request being delayed.

Q. I have two examinations scheduled at the same time. How do I re-schedule one of these examinations?

If a student has a final examination scheduling conflict (i.e., two exams scheduled at the same time) the student must contact the examinations office directly (Anne Snyder, asnyder@wlu.ca) to have one of the examinations re-scheduled.

Q. My examinations are scheduled close together. Is it possible to defer one or more to a later date?

Students are not normally required to complete more than two final examinations in a 24 hour period. In order to receive relief under this rule, the third "offending" examination must start and finish within 24 hours of the beginning of the first examination. For example, you will not receive relief under this regulation when your examinations begin at 3:30 p.m. and 7:00 p.m. on one day, and 3:30 p.m. on the following day.

Q. I am cross-registered for a course at UW and the course examination conflicts with one of my Laurier examinations. How do I re-schedule one of these examinations?

Examination scheduling conflicts involving cross-registered courses will be resolved at Laurier (i.e., the home university). The student must contact the examinations office directly (Anne Snyder, asnyder@wlu.ca) to have one of the examinations re-scheduled.

Q. I am cross-registered for a course at UW and I need to request a deferred examination. How do I defer the examination?

Requests for deferred examination privileges must be submitted to UW (i.e., the host university).

Q: Is there a fee for deferring an examination?

If granted, the standard, non-refundable deferred examination fee will apply. This **$58.45 non-refundable fee will be charged** to your WLU student account for each examination deferred (some exceptions apply). Grades will not be released if you have any outstanding charges against your account.