

## **FACULTY OF SCIENCE - DEFERRED EXAMINATION PETITIONS**

### **Frequently Asked Questions (FAQs) – Fall 2023 Term**

#### **Q: Under what circumstances would a student submit a deferred examination request?**

Students are expected to write the final examination for a course as scheduled by the Examinations Office. Most students complete a degree without ever deferring a final examination. Should a student: 1) not be available to write the examination at the scheduled time due to **documentable extraordinary circumstances known in advance**, or 2) miss a final examination due to **documentable unforeseen extraordinary circumstances**, the student must appeal for deferred examination privileges.

Deferred examinations will be granted for **legitimate, documentable extraordinary** circumstances only, such as serious incapacitating illness or extraordinary personal or family circumstances (e.g., death in the family).

#### **Q: To whom would a student submit a deferred examination petition?**

Deferred examination requests should be submitted **to the Faculty offering the course**. For courses offered by departments in the Faculty of Science (course codes **AS, BI, CH, CP, DATA, ES, GESC, GG, GL, HE, HN, KP, MA, PC, PS, SC, ST, UU150, WASC**) a student must submit the **Faculty of Science Final Deferred Examination Appeal Form** to the Faculty of Science *Academic Advising Office*.

#### **Q: How would a student submit a Faculty of Science deferred examination petition?**

A petition for a deferred examination (for unforeseen circumstances) must be submitted no later than 3 business days **AFTER** the scheduled date of the examination. The *online* **Faculty of Science Final Deferred Examination Appeal Form** can also be found online on the <https://students.wlu.ca/> website. Simply search for the phrase “deferred exams” or visit <https://students.wlu.ca/academics/exams/deferred-exams.html>

#### **Q: How would a student submit a deferred examination petition to another Waterloo campus Faculty (Arts, LSBE, Music)?**

The online forms for courses offered by other Faculties are available on the deferred examination [webpage](#):

- [Faculty of Arts Final Exam Deferral Petition Form](#)

- [Lazaridis School of Business and Economics petition form](#);
- [Faculty of Music Petitions Form](#)

**Q. I am a Waterloo campus student registered in a Brantford campus-based course (Faculty of Human and Social Sciences or Faculty of Liberal Arts. To whom would I submit a deferred examination petition?**

A student submits a petition for a deferred examination **to the Faculty offering the course.** The Faculty of Human and Social Sciences (Brantford Campus) manages multiple Waterloo campus and online courses including those with the following codes: CC, HS, OL, PD. The Faculty of Liberal Arts (Brantford Campus) manages multiple Waterloo campus and online courses including those with the following codes: HR, ID, SOJE, UX, YC. Any course with a "BR" section is also offered by a Brantford campus Faculty.

The petition forms for courses offered by Brantford campus Faculties are available online on the same [webpage](#):

- Faculty of Human and Social Sciences (Brantford) [petition](#) form
- Faculty of Liberal Arts [petition](#) form

**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 complete the [Waterloo Final Exam Conflict Form](#) (or [Brantford Final Exam Conflict Form](#), if applicable) to have one of the examinations re-scheduled by the Examinations Office ([finalexams@wlu.ca](mailto:finalexams@wlu.ca)).

If a student will be taking examinations administered by Accessible Learning (AL), the student must contact the AL directly to have examinations re-scheduled.

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

Based on university regulations, students are not normally required to complete more than two final examinations in a 24-hour period. To receive relief under this regulation, 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.

For Faculty of Science examinations, a student may submit the [Faculty of Science Three Final Examinations Scheduled Within 24 Hours Appeal Form](#), ideally prior to the start of the examination period, but no later than three business days before the first of the three final examinations is scheduled. **No other examination scheduling / load concerns will be favourably considered by the Faculty of Science.**

**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 ([finalexams@wlu.ca](mailto:finalexams@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 for documentable extraordinary circumstances. How do I defer the examination?**

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

**Q: Is there a fee for requesting a deferred examination?**

The standard non-refundable deferred examination [fee](#) will apply (approximately \$65). This fee will be charged to your WLU student account for each deferred examination requested.

**Q: Is there a limit to the number of deferrals permitted during the completion of a degree.**

Each deferral will count towards the maximum of five examination deferrals permitted during the completion of a degree. For more information, please refer to the [Deferred Examination Policy](#).

**Q: What is supporting documentation?**

Supporting documentation consists of official documents or letters that support the explanation presented in your petition. The expected [documentation](#) is described online for each type of extenuating circumstance. Supporting documentation is mandatory in the Faculty of Science for those with a deferral history.

In the *Faculty of Science*, supporting documentation is optional for the **first** deferral of a student's undergraduate career. If you have never previously been granted a deferred final examination from any Faculty, you may self-declare that you cannot write your final examination for *legitimate documentable extraordinary circumstances* (as described in the procedures for deferrals). You do not need to submit documentation. A self-declaration does not guarantee that the deferred examination request will be granted.

For students who have previously deferred one or more final examinations (from any Faculty), a final decision will not be made until official supporting documentation is received. The student should keep the original document as it may be requested. Documentation must be scanned for electronic submission. Only pdf (or Word) documents are acceptable (not jpeg photos). Note that there are free scanning apps that produce quality pdf documents including Microsoft Office Lens, a free mobile app for iOS or Android devices.

Failure to provide satisfactory documentation may result in a decision on the request being delayed, the appeal being closed, or the petition being denied.

**Q: For deferral appeals based on medical grounds (where supporting documentation is required – see above question), what information is expected on the medical certificate?**

For a deferral request based on acute incapacitating medical grounds, you should make it your *first priority* to visit Health Services, your family physician, a walk-in clinic or the emergency

room (as appropriate) to be treated by a physician and obtain medical documentation to support your appeal.

- **Medical certificates for acute medical circumstances must be signed and dated by the physician / medical professional on the day of the final examination.** For cases of lengthier serious illness (e.g., mononucleosis, pneumonia, concussion) or surgery, the stated recovery time on the medical certificate must be inclusive of the date of the scheduled examination.
- The original [Laurier verification of illness form](#) and/or an original medical certificate **MUST INCLUDE** the date(s) and time(s) you were **examined by the physician / medical professional**, 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 acute 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. Any falsification or fabrication of documentation will be addressed through [academic misconduct procedures](#).
- 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: I am living in another time zone. Am I expected to write the final examination for an online (OC) course in the middle of the night based on my local time?**

Students will not be required to complete a Faculty of Science examination **for an online (OC) course** that extends into the period of **12:00 midnight to 5:30 a.m. for their local time zone**. To receive relief under this policy, the problematic examination must start or finish within this period. In the explanation, you must specify the country / time zone in which you are residing. If this information does not match your home address on record with Enrolment Services, you may be asked for documentation to support your appeal. If you are electing to defer an examination under this policy, you should submit your request as soon as possible, and no later than three business days before the scheduled examination. The deferred examination will be written during the next regularly scheduled deferred exam period.

**Q: How will I be notified of the petition decision?**

The petition decision will be conveyed via your *mylaurier.ca* e-mail account **ONLY**. You must regularly check your *mylaurier.ca* e-mail account.

**Q: Who is involved in granting or denying the request?**

The Chair of the Faculty of Science Petitions & Regulations Committee (Associate Dean: Academic) oversees the deferral petition procedures on behalf of the Faculty of Science Petitions & Regulations Committee. Precedent has been established by previous Petitions & Regulations Committee rulings for various types of deferral appeals. However, each request will

be considered on individual merit, and a decision will be made based on the student's unique academic or personal extraordinary circumstances.

**Q: When will I write my deferred exam?**

*If granted*, most students will write the Faculty of Science examination during the next scheduled period for [deferred final examinations](#). The **Fall 2023** Deferred Final Examination period is **January 29 – February 3, 2024**. Students are advised not to make commitments during this time (i.e., work). Note that the posted [Deferred Examination Schedule](#) is different from the regular examination schedule.

The Faculty of Science has one “Slip Day” scheduled for Thursday, December 21, 2023. This examination period is reserved for deferred examinations for students who have appealed for religious accommodations.

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

The time required to process the deferral request will vary from 2 to 15 business days (or more), after the form and official supporting documentation (if applicable) is received. Examination deferral requests will be processed as quickly as possible in the order that they are received. Failure to provide all requested information and supporting documentation (if applicable) with form submission, or in a timely manner following a request for information / documentation, will result in a delayed decision.

Do not submit a second request form or inquire (by email) as to the status of your deferral request unless a minimum of 15 business days has passed since the request was submitted.