

## FACULTY OF SCIENCE - DEFERRED EXAMINATION PETITIONS

### Frequently Asked Questions (FAQs) – Fall 2024 Term

#### Under what circumstances would a student submit a deferred examination petition?

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 of a close family member).

#### To whom would a student submit a deferred examination petition?

[Deferred examination petitions](#) should be submitted **to the Faculty offering the course.**

Courses are offered by the Faculty of Science on the Waterloo Campus, Brantford campus (BR sections) and Milton Campus (MC/MV), including Online (OC sections). Faculty of Science offerings include the following course codes: **AS, BI, CH, CP, DATA, ES, GESC, GG, GL, HE, HN, KP, MA, PC, \*PS, SC, ST, UU150, WASC.** Deferral petitions for courses with these codes are submitted to the Faculty of Science *Academic Advising Office* through the [Faculty of Science Final Deferred Examination Appeal Form](#).

\*Exception: Deferral petitions for Psychology (**PS**) courses offered at the **Brantford** campus (BR sections). Deferral petitions for these PS courses are submitted to the Faculty of Human and Social Sciences.

#### Is the Faculty of Science deferred examination petition available online?

The [Faculty of Science Final Deferred Examination Appeal Form](#) can 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>

A petition for a deferred examination (for unforeseen circumstances) must be submitted no later than three business days AFTER the scheduled date of the examination.

#### 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](#)

**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 Deferred Exams [webpage](#):

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

**I think that I may be unwell at the scheduled time of my upcoming examination. How soon in advance can I submit the deferral form?**

Deferral appeals **based on medical grounds WILL NOT be accepted prior to the scheduled time of the examination**, as a student cannot be certain that they will be medically incapacitated at the scheduled time of the examination. We are unable to provide verbal or written assurances prior to the scheduled time of the examination that your deferral appeal will be granted as the form will take multiple days to be processed. If you are **medically incapacitated** at the time of the scheduled examination, it is presumed that you cannot attend the scheduled examination. If an examination is missed due to medical grounds, the deferral appeal must be submitted no later than three business days after the scheduled date of the examination. Delayed filing may result in a denial of your appeal.

**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 AL directly to have examinations re-scheduled.

**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 fully complete more than two final examinations within 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.**

**I am a Laurier student who is cross-registered for a course at UW and their 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.

**I am cross-registered for a course at UW and I need to appeal for 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).

**Is there a fee for a deferred examination?**

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

**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](#).

**What is supporting documentation? Do I need to submit documentation with my form?**

Supporting documentation is expected by the Petitions & Regulations Committee for most types of petitions. Supporting documentation consists of a document or letter *from an official source* that supports the explanation and timeline presented in your petition. The expected [documentation](#) is described online for each type of common **extraordinary personal circumstance**.

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/attest that you cannot write your final examination for *legitimate documentable extraordinary circumstances* (as described in the procedures for deferrals). You may proceed to submit the form with, or without, documentation. However, documentation may be requested following form submission for some circumstances (e.g., to confirm the date of an event such as an athletic competition). A self-declaration, for non-medical grounds, does not guarantee that the deferred petition will be granted.

For students who have previously deferred one, or more, final examinations (from any Faculty), **supporting documentation is required** for all extraordinary personal circumstances, EXCEPT

medical grounds. However, the student may elect to submit medical documentation to support their appeal.

The **re-deferral** of a final examination is infrequently granted. A student is expected to write a deferred examination as scheduled. Supporting documentation, specific to the scheduled date of the deferred examination, is **required** for this type of petition.

All relevant documentation should be **scanned and uploaded to the form** for a complete petition package. There are free scanning apps available for you to use (e.g., Microsoft Lens). It is important to ensure that an uploaded document is not password protected. **Photos or screenshots WILL NOT be accepted as supporting documents.** Submitting a document in an unacceptable, or unreadable, format will delay consideration of the petition as the student will be requested to *re-submit the entire form* with a scanned supporting document.

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

All documentation is subject to confirmation. You should keep the original document(s) for the duration of the petition process as they may be requested. *Fraudulent or altered supporting documents provided with your petition submission is considered a serious academic offense and will result in immediate denial of your petition.* Allegations of [academic misconduct](#) will also be considered by the Associate Dean, Academic for possible further penalties.

#### **What kind of documentation is not considered appropriate?**

Examples of documentation that are generally not considered to be appropriate for a petition are screenshots of partial text message or email conversations, photographs of medical conditions / injuries suffered by yourself or another person, photographs of a car accident in the absence of an accident report, photographs of prescription bottles, financial documents (e.g., banking or credit card statements) or medical records for a person other than yourself. Documentation containing the personal information of another person should not be submitted without their permission.

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

For a deferral petition 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 (if required) 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 should be completed by the medical professional and 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.
- All medical certificates are subject to verification. Any falsification or fabrication of documentation will be addressed through [academic misconduct procedures](#).
- Note that deferred examination petitions 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.

### **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 petition 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.

### **How will I be notified of the petition decision?**

The petition decision, and any other related correspondence from the Faculty of Science, will be conveyed via your *mylaurier.ca* e-mail account **ONLY**. You must regularly check your *mylaurier.ca* e-mail account.

### **Who is involved in granting or denying the petition?**

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

### **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 2024** Deferred Final Examination period is **January 27 – February 1, 2025**. Students are advised not to make commitments during this time (i.e., vacation, work). Note that the posted [Deferred Examination Schedule](#) is different from the regular examination schedule.

The Faculty of Science has one “Slip Day” scheduled during the December 2024 examination period. This date is reserved for deferred examinations for students who have appealed for [religious accommodations](#) by the posted deadline.

Deferrals will not be scheduled prior to the original date of the examination to suit a student’s personal circumstances.

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

The time required to process the deferral petition will vary from 2 to 15 business days (or more), after the form and official supporting documentation (if applicable) is received. Examination deferral petitions will be processed as quickly as possible, typically 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 delay the decision.

Do not submit a second petition form or inquire as to the status of your petition unless a minimum of 15 business days has passed since the form was submitted.