

# Faculty of Arts - Department of Economics

## Guidelines for Deferred Standing

### (Final exam and term work extensions)

A Deferred Standing (extension) is a process by which students who are either unable to write their final examination at the scheduled time or submit term work before the Faculty deadline to submit final grades reach an agreement with the course director for an extension to the deadline.

The course director may grant deferred standing in the course. In doing so, a date is set for writing the exam or submitting the outstanding work. In order to qualify for Deferred Standing, a student must complete the standard Deferred Standing Agreement form. This form is available at the Office of the Registrar and the Economics Undergraduate Office (1144 Vari Hall).

#### **Deadline:**

Senate Policy states, "Normally requests for deferred standing must be communicated within one week following a missed examination or the last day to submit course work" (the period during which the University is officially closed for December holidays and statutory holidays is not counted in the determination of deadline days).

It is the responsibility of students to make arrangements with the course director to complete the course and file the Deferred Standing Agreement form with the appropriate departmental/unit office by the deadline specified on the form. Appropriate Documentation verifying the circumstances for the missed final examination must be provided at the time of requesting the Deferred Standing from the Course Director.

### **WHAT IS APPROPRIATE DOCUMENTATION?**

#### **MEDICAL CIRCUMSTANCES:**

Exams missed due to medical circumstances must be supported by an attending physicians statement or a statement by a psychologist or a counsellor. The physician's statement must include the following:

- i) Full name, mailing address, telephone number of the physician.
- ii) State the nature of the illness and its duration (i.e., specific dates covered).
- iii) An indication of whether the illness and/or medication prescribed would have **SERIOUSLY** affected the students ability to study and perform over the period in question.

NOTE: the physician's office may be contacted to verify that the statement was actually completed by the physician.

#### **NON-MEDICAL CIRCUMSTANCES:**

Exams missed due to non-medical circumstances must be supported by appropriate documentation, i.e., death certificates, obituary notice, automobile accident reports, airline/bus ticket receipt for **emergency travel** (with the date of booking on the ticket), etc. Airline/train/bus ticket/receipts for emergency travel must indicate destination, departure, and return dates. Having to work at the time of the exam or non-emergency travel **are not** considered valid excuses for missing the exam.

The manner in which the missed exam (which has been legitimately documented) is handled at the discretion of the course director, and should be outlined by the instructor within the first two weeks of the course.

If a course director does not agree to consider requests for deferred standing students then may file a petition with the relevant Faculty-level committee for consideration within the established deadline.