

STUDENTS MISSING FINAL EXAMINATIONS

New Rules and Requirements in the Faculty of Science & Engineering

General

1. All students who miss a final examination must seek accommodation through a Deferred Standing Agreement (DSA), or file a Petition for Deferred Standing (PDS) through the Registrar's Office (Bennett Centre), or earn a grade of F.
2. Course Directors are expected to notify students ahead of the examination period whether or not they will agree to even consider DSA requests.
 - a. DSA requests are assessed by the Course Director and processed through the department offering the course, and are sent over from there to the Registrar's Office.
 - b. Course Directors who agree to consider DSA requests will ask for documentation justifying the absence at the exam. Usually a photocopy of justifying documents is sufficient if the documentation will be used to justify absences at other exams, but the Course Director may nevertheless ask to at least see the original documents for authentication and verification purposes.
 - c. Course Directors may also ask students about their other obligations (e.g. exam schedule, religious obligations) in order to facilitate the scheduling of a deferral.
 - d. Students requesting to enter into a DSA cannot *expect* to be able to negotiate the scheduling of the deferral. Indeed, a Course Director may set the deferral (deadline) date(s) only *after* signing the DSA forms from all eligible students, possibly in consideration of their exam schedules and religious obligations, and may then only notify the affected students afterward of the deferral date. Indeed, the Course Director may decide that a scheduling is impossible and deny all DSA requests after considering them.
 - e. Course Directors would be expected to communicate the denial of a DSA request as soon as possible to enable the student to file a petition within the deadline (see below).
 - f. Course Directors would be expected to communicate the acceptance of a DSA request, and the deferral scheduling (i.e. the deadline) to affected students as soon as possible in order to enable them to proceed with their preparation and, if applicable, to make arrangements with the Alternate Exam Centre. Students cannot *expect* to be able to negotiate the scheduling thereafter.
 - g. Course Directors may not be able to offer more than one deferral opportunity for exam absentees. This may fall within the regular examination period or afterward, depending on how much time is left in the official examination period.
 - h. Students entering into a DSA are expected to attend the deferred exam set by the Course Director. Students who subsequently miss the deferred exam for whatever reason may then petition for Deferred Standing according to the Rules and Procedures outlined below, justifying their absence at the deferred exam. Justifiable hindrances to writing a deferred exam are conflicts with other exams,¹ religious obligations² and documented medical and non-medical circumstances that arise. Other, non-

¹ Conflicts are defined as situations where two exams are scheduled at the same time or when more than three exams are scheduled within a 24-hour period. Students with conflicts arising among regularly scheduled exams are automatically notified ahead of the examination period by the Registrar's Office with alternate arrangements. Students may experience a new conflict as a result of a rescheduling of a regular examination or in the scheduling of a deferral, situations that the Registrar's Office may not be able to remedy but which would be justified grounds for absence.

² Students with religious obligations that conflict with a regularly scheduled exam are expected to file a request for **Religious Accommodation** no later than three weeks before the start of the official examination period, accompanied by a letter from the place of worship on official letterhead. Instructions on how to proceed are provided by the Registrar at <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>.

academic obligations (e.g. summer jobs, interviews, travel) cannot be cited to justify an absence during the official examination period, as students are expected to make themselves available and keep themselves free of other, non-religious obligations for the entirety of the official examination period, but these become legitimate hindrances to attendance at a deferral if it is scheduled after the official examination period (when students are normally free of academic obligations).

3. Not all Course Directors will agree to enter into a DSA and may instead require all final exam absentees to file a petition for Deferred Standing.
 - a. Students **MUST** petition through their home Faculty and petition guidelines may differ from Faculty to Faculty.
 - b. Petitions are not assessed by Course Directors, but by the Petitions Committee for the student's home faculty. It will be the Petitions Committee's decision as to whether Deferred Standing is granted or denied and, if granted, this committee will also set the deadline for writing the deferred examination. The scheduling of deferrals currently varies from one department to another.
 - c. The Petitions Committee of the Faculty of Science and Engineering will endeavour to meet as soon as possible after each official examination period to consider petitions for Deferred Standing as quickly as possible. Students who are not able to file their petitions within the stated deadlines (see below) may experience a delay.
4. Whether by a DSA or by petition, the Registrar will record a grade of DEF for a student granted Deferred Standing and this grade automatically becomes an F past the deadline assigned on the DSA or established by the Petitions Committee.
5. Students missing an exam for reasons of a conflicting religious obligation² should *not* file a petition.
6. A final exam deferral is NOT an opportunity to have more time to prepare for a final exam. It serves to compensate for unavoidable circumstances that prevent students from writing and/or preparing for final exams. As much as possible, delays that would unfairly extend preparation times will be avoided or compensated. Students who misrepresent their circumstances in attempts to gain additional preparation time will be prosecuted for breaches of Academic Integrity.
7. A deferred final exam is a pending academic obligation that is expected to take precedence over new academic obligations.

Rule & Procedural Changes for students in the Faculty of Science and Engineering

Supporting Documentation

8. For both DSA requests and petitions, supporting documentation justifying an absence at a final exam must be obtained. *It must be dated **within 2 business days** of the missed exam.* If circumstances make it impossible for an absent student to obtain the needed documentation within 2 business days, then the documentation supplied must also account for the delay or additional documentation must be provided to justify it.
 - a. For an absence due to a medical situation, the student must meet with a medical professional and have an Attending Physician Statement (APS) completed and signed within 2 days of the missed exam. The APS must be as thoroughly detailed as is necessary to substantiate the necessity of the absence. Course Directors and Petitions Committee members will maintain the confidentiality of that information.
 - b. For an absence due to a non-medical situation, there is no standard form but adequate documentation must be provided to adequately justify the absence and it must be dated within 2 business days of the missed exam.
9. If, after being granted a DSA, a student must miss a deferred exam, the supporting documentation in a subsequent petition for Deferred Standing must refer to the absence at the deferred exam.

Documents No Longer Required

10. A Course Performance Summary (CPS) need no longer be submitted as part of the petition for Deferred Standing.

Deadlines

11. If a Course Director indicates that they will not consider DSA requests, then the student needs not meet with the Course Director, nor present justifying documentation to the Course Director nor obtain a Course Performance Summary from the Course Director. The student must then file a petition for Deferred Standing to the Registrar's Office *within one week of the missed exam*.
12. If a Course Director indicates that they will consider DSA requests, then the student must present the supporting documentation and a DSA form to the Course Director *within one week of the missed exam*. If the Course Director then denies the DSA, for whatever reason (e.g. inability to schedule a deferred exam, inadequate documentation), then the student must file a petition for Deferred Standing to the Registrar's Office *within one week of the missed exam*, along with the justifying documentation.
13. Circumstances prevent the filing of the petition within the one-week filing deadline will be taken into consideration, if justified. This includes delays incurred in seeking a DSA or in arranging the scheduling of a DSA.

For students in other Faculties

The Faculty of Health maintains a webpage (http://www.yorku.ca/health/current_students) regarding procedures to follow, providing helpful advice and workshops on petitions.

Students from any other home Faculty should consult the Registrar's Petitions website (<http://www.registrar.yorku.ca/petitions/academic>) for the guidelines appropriate for the home faculty. If the home faculty requires the submission of an Academic Petition Package, the required package of forms may be found there as well.