

# 10. DEFERRED FINAL EXAMINATIONS

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a. Deferred examinations may be granted in limited extenuating circumstances and for legitimate, documentable reasons only. Reasons considered for a student to request a deferred final examination may be based on:

- (i) serious illness or medical condition, serious injury, personal/family emergency, or unforeseeable adverse situation;
- (ii) religious grounds, as per Academic Regulation 9p. (<https://smu-ca-public.courseleaf.com/undergraduate/academic-regulations/regulations/tests-examinations-evaluations/>);
- (iii) participation in regional, provincial, national, or international activity.
- (iv) conflict as per Academic Regulation 9f. (<https://smu-ca-public.courseleaf.com/undergraduate/academic-regulations/regulations/tests-examinations-evaluations/>);

b. A student who wishes to have such a request considered must submit the request in writing according to the timelines given in 10c. and 10d. (below). A student may submit a single request that applies to multiple examinations. Requests should be submitted through the Academic Advising Office of the Faculty in which the student is registered. Decisions on deferred examination requests are made by the Dean or designate of the Faculty in which the course is offered.

c. Requests under 10a.(ii) and 10a.(iii) must be made in writing to the Dean or designate and include appropriate documentation to support the request. When possible, such requests must be made within seven calendar days of the announcement of the examination date.

d. For consideration of requests under 10a.(i), a student must:

- (i) Within forty-eight (48) hours after the end of the final examination for the course, report, or have a representative report, to their Academic Advising Office, intention to request a deferred examination.
- (ii) Within five (5) working days after the end of the examination for the course, submit to the Dean or designate, a written request for a deferred examination. This request must be accompanied by an explanation of the circumstances which made it impossible for the student to write the regular examination and documentation that supports the request.

e. A decision will be communicated to the student and the instructor(s) within five (5) working days of receipt of the request.

f. On approval of a deferred examination, the responsibility for setting and conducting the deferred examination will lie with the instructor and the Department Chair. Deferred examinations should be completed as soon as possible and normally (i.e. wherever possible) as follows: for fall term by January 31, for the winter term by May 31, for spring term by July 31 and for summer term by September 30.

g. Misuse of the deferred final examination regulation, falsification of documentation, or providing false statements on any submitted documentation for a deferred examination will be considered academic misconduct and is subject to the academic integrity regulations outlined in Academic Regulation 17 (<https://smu-ca-public.courseleaf.com/undergraduate/academic-integrity-student-responsibility/>).

## Notes:

- Elective arrangements (such as travel plans) are not considered acceptable grounds for granting a deferred final examination.
- A list of dates of religious observation can be referenced on the Enrolment Services webpage.
- In certain circumstances and at the discretion of the Dean or designate, supporting documentation may be requested.