

# OLDS COLLEGE POLICIES AND PROCEDURES MANUAL

CATEGORY: **D. Student and Academic**

SUBJECT: **Deferred Final Examinations** POLICY NUMBER: D15

APPROVALS: New/Revision

<b>Board of Governors</b>	<b>Academic Council</b>	<b>Academic Coordinating Committee</b>	<b>Administrative Services Committee</b>	<b>Executive Committee</b>
Date: <b>2007/01/25</b>	Date: <b>2007/01/11</b>	Date: <b>2006/12/18</b>	Date:	Date:

## POLICY STATEMENT

This policy will provide Olds College students with the opportunity to write a final examination on a date other than the preset exam date, under specific guidelines established below.

## SPECIFIC GUIDELINES

Deferred final examinations may be granted to students who are unable to write final examinations because of personal or family illness, bereavement, severe family difficulties, religious observance or circumstances beyond their control. Deferred final examinations may differ from the original examination and may not necessarily follow the same format. Deferred final examinations can only be written after the original final examination has been offered.

## PROCEDURES

Students are responsible to:

- obtain a Deferred Final Examination form(s) from Student Services.
- complete the form(s) in consultation with the course Instructor and the Program Coordinator (&Chair) of the student's program area. If the deferred examination is granted, the date and time of the examination will be set and noted on the form.
- pay the \$20.00 non-refundable fee, for each deferred examination requested.
- submit the completed Deferred Final Examination form along with supporting documentation to the Associate Registrar, Student Services & Records.

In case of planned extended absences, students must receive approval and submit the form(s) one month prior to the originally scheduled final examination(s). In the case of unforeseen absences, students must receive approval and submit the forms prior to or within 48 hours of the missed final examination.

Deferred final examinations will not be processed unless the Office of the Registrar receives proof of payment with supporting documentation. The instructor(s) will receive a copy of the application, confirming the student has completed the process.

Deferred final examinations will be written as quickly as possible after the last scheduled exam of the Term. If the course is a prerequisite for a subsequent course, the student will be allowed to continue in the subsequent course until the results are available.

If a student is unsuccessful in the Deferred Examination, the student will be withdrawn from the next level course and receive a refund.

Students who miss scheduled deferred final examination(s) are denied further consideration and assigned a grade of 0 (zero) for the final examination(s).

Once the deferred final examination is completed, the Instructor will advise the Associate Registrar of the final grade by submitting a Grade Change Form.

Students who are denied deferred final examination(s) may appeal through the College Academic/Behavioural Appeals Policy – D26.

## **IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY**

Vice President, Academic Services and Registrar. This policy will be reviewed at least every five years.