

POLICY

SUBJECT/TITLE: Deferred Final Examinations for Undergraduate Courses (Calgary Campus and Medicine Hat College Site)		PAGE: 1 of 2
RELATED POLICY:	DATE ESTABLISHED: March 27, 2012	
AUTHORIZATION: Undergraduate Programs Committee Nursing Council (For Information)	DATE LAST REVISED: March 20, 2018 (editorial revisions) April 17, 2018	

PURPOSE

To ensure a consistent approach to handling requests for deferred final examinations within the Faculty of Nursing.

POLICY

The authority to grant or deny a deferred final examination is vested with the Associate Dean, Undergraduate Programs for the Faculty of Nursing. Deferred final examinations will not be granted if it is determined that the student does not show just cause.

POINTS OF EMPHASIS

Deferred final examinations are allowed in the following circumstances:

- illness or medical emergency
- domestic affliction
- religious observance (refer to Faculty of Nursing Policy: Religious/Spiritual Observance for Undergraduate Students)
- 3 final examinations within 24 hours

Travel/vacation/social (ie. weddings, graduation ceremonies, birthdays, etc.)/recreational activities will not be accepted as valid reasons for requesting a deferred examination.

Deferred final examinations may not be held prior to the first day of the official examination period (set by Enrolment Services).

PROCESS

In the event of an “intended absence” which makes it physically impossible to write an examination, the student will:

- notify the instructor as soon as possible, prior to the date of the final examination
- submit an “Application for Deferred Final Examination” form (https://www.ucalgary.ca/registrar/files/registrar/fall-2017-deferred-application-form_0.pdf), along with supporting documentation as required, to nursing@ucalgary.ca for approval/signature of the Associate Dean, Undergraduate Programs, Faculty of Nursing.

In the event that a student is absent from a final examination due to unforeseen reasons, the student must:

- notify the instructor within 48 hours of the missed examination
- submit an “Application for Deferred Final Examination” form (http://www.ucalgary.ca/registrar/exam_info), along with supporting documentation as required, to nursing@ucalgary.ca for approval/signature of the Associate Dean, Undergraduate Programs, Faculty of Nursing, no later than the deadline indicated in the Examinations Schedule. Students who are eligible but do not apply for a deferred final examination by this prescribed deadline shall automatically lose this privilege.

In both instances, the instructor will:

- meet with the student to discuss whether it will be possible for the student to write on an alternate, mutually agreeable day, within the final examination period. If this is not possible, the student will be eligible to write a deferred examination within the Registrar scheduled deferral period. [NOTE: If the Registrar scheduled deferral date conflicts with a nursing course in the following semester, the student will be excused from the course to write the examination]
- notify the Coordinator, Undergraduate Programs, Faculty of Nursing, of the proposed alternate examination date

RELATED POLICIES

University of Calgary Calendar, <http://www.ucalgary.ca/pubs/calendar/>, Academic Regulations, G.6 Deferral of Final Examinations.

University of Calgary, Office of the Registrar, Exams, Deferred Exams: <https://www.ucalgary.ca/registrar/exams/deferred-exams>.

Faculty of Nursing, Teaching and Learning Practice Guideline: Religious/Spiritual Observance.