

Faculty of Arts

A deferred examination is a privilege that may be granted to a student who is not able to write the scheduled final examination for reasons that the University deems sufficient.

Acceptable reasons for missing a final exam where you can apply for a deferred exam include:

- incapacitating mental and/or physical illness
- other cases including severe domestic affliction
- religious belief

Absence from Deferred Exam Without Justifiable Cause: When a student is absent from a deferred final exam without acceptable reason, a final grade will be computed using a raw score of zero for the final exam.

Students are required to apply and follow the policies and procedures for deferred exams of their home faculty, regardless of which faculty teaches the course. If you are NOT an Arts student the procedures below do not apply to you.

Arts students must submit a [Request for Deferred Final Exam](#) and present supporting documentation pertaining to the absence to their Faculty office within **two working days** following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.

The completed form must be emailed to ArtsUndergrad@ualberta.ca. Students will be contacted by an Arts Advisor about their request within 10 working days.

All other accommodation requests covered by the Discrimination, Harassment and Duty to Accommodate Policy should be discussed with the student's Faculty within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.

A deferred exam will not be approved if a student

- has not been in regular attendance where attendance and/or participation are required, and/or,
- excluding the final exam, has completed less than half of the assigned work
- does not meet the criteria

If the student receiving the privilege of writing a deferred exam does not write the exam by the scheduled deferred exam date, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar according to the grade/remark combination achieved by the student before the deferred final exam was granted. Prior to finalizing the student's grade, the Office of the Registrar will give 30 days' written notice to the student's Faculty.

Note: Students with two or more deferred exams outstanding from a previous term may be required to reduce the number of courses in which they are registered.

Exam Policy can be reviewed in the Academic Regulation Section of the current University Calendar.