

## Deferred Assessment

Please be aware that **if you have applied to graduate** and are granted a deferred assessment your graduation might be delayed.

### Deferred Assessment Requests:

Review the University Policy on Deferred Assessments - Section VIII: Associate Diploma Regulations and Procedures in the Diploma Program Calendar. <https://calendar.uoguelph.ca/associate-diploma/associate-diploma-regulations-procedures/deferred-assessments/>

Your request must include a letter explaining your case and supporting documentation for the Academic Review Committee. Submit your request to this Program Counselling Office. **The deadline for your request is five working days from the missed examination/course work deadline. Contact our office if you have missed this deadline.** Requests should be based on Medical, Compassionate or Psychological grounds. For definitions: <https://calendar.uoguelph.ca/associate-diploma/associate-diploma-regulations-procedures/academic-consideration-appeals-petitions/>. Decisions are made by the Academic Review Committee after the exam period ends.

For more information on requesting academic consideration, please refer to your Program Counselling website:

<https://oac-program-counselling.uoguelph.ca/current-students/academic-consideration>

### If a Deferred Assessment is Granted:

On WebAdvisor, the notation "INC" will appear beside the course (in lieu of a numeric grade). If the request is granted, the notation will change to "DEF". Please check WebAdvisor **before** contacting the Program Counselling Office to see if your request was granted.

### For Deferred Exams:

If you are granted a deferred **exam** an email will be sent to your U of G email account approximately three weeks into the following semester. For Fall Semester deferred exams are completed in February; Winter semester deferred exams are completed in June; Summer semester deferred exams are completed in October).

Dates of the deferred period are in the Diploma Program Calendar, Section III - Schedule of Dates:

<https://www.uoguelph.ca/registrar/calendars/diploma/current/c03/index.shtml>

The **deferred exam schedule** will be posted on the Registrarial Services website:

<https://www.uoguelph.ca/registrar/scheduling/examschedule> at least one week prior to the start of the scheduled deferred period. Please refer to it for the date, time and location of your deferred exam.

**Courselink:** Access to course material through Courselink may be temporarily interrupted at the end of a course, but access will be reinstated for those students granted deferred exams. Check access at least three weeks prior to the deferred exam date and report any access issues to CourseLink Support ([courselink@uoguelph.ca](mailto:courselink@uoguelph.ca)) immediately.

### For Deferred Conditions:

If you are granted a deferred **condition** you will receive an email to your U of G account approximately **three weeks into the following semester** with instructions to contact your professor immediately and set up a time to either write the necessary final exam and/or hand in a final assignment on or before the deadline date noted in the email from Registrarial Services ([orsexams@uoguelph.ca](mailto:orsexams@uoguelph.ca)).

If you do not have the information one week prior to the start of the scheduled deferred period, contact the Exam Coordinator at [orsexams@uoguelph.ca](mailto:orsexams@uoguelph.ca) . **It is your responsibility to complete your deferred assessment on time.**

If you have any questions please email your Program Counsellor at [dtmpc@uoguelph.ca](mailto:dtmpc@uoguelph.ca).

**Academic Consideration:  
DTM:C REQUEST FOR DEFERRED ASSESSMENT  
Fall 2024**

Name: \_\_\_\_\_ I. D. #: \_\_\_\_\_

Applied to Graduate?: Y / N

Course	Date of Missed Exam	Date of Other Missed Course Requirements (e.g. final assignment, essay)

**\*\* NOTE: All sections of this form must be completed \*\***

Please initial that you have received the following information and understand your responsibilities as a student:

- “Deferred Assessment” information (see back of page).
- Your request for a deferred assessment must be submitted within five working days of the missed examination/course work deadline.
- Approval of deferred assessment is at the discretion of the Academic Review Committee and is **NOT** guaranteed.
- If your deferred assessment is granted, you will be sent notification to your U of G email account from Registrar’s Office approximately three weeks into the following semester.
- The dates of the Deferred Exam period/ Deferred Condition deadlines are in the Schedule of Dates (Fall Semester – Feb; Winter Semester – June; Summer Semester – October).
- You are responsible for checking Courselink access during the first week of the subsequent semester. Report any issues to your Program Counsellor immediately.
- Effective September 1, 2024**, a \$200.00 administrative fee will be charged to your student account if you do not show up for your scheduled in-person deferred exam. (Note: If you are scheduled for more than one in-person deferred exam, the fee will apply for each deferred exam that you do not show up for.) If you have questions, please contact [orsexams@uoguelph.ca](mailto:orsexams@uoguelph.ca).
  - Personal letter outlining circumstances, pertinent dates, and requested assessment(s) attached:  YES  NO
  - Original supporting documentation attached:  YES  NO
  - Are you registered with SAS?  YES  NOIf yes, you are responsible for contacting the SAS office regarding deadlines and arranging accommodations for deferred exams.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_