

## Deferred Privilege

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

### Deferred Privilege Requests:

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

Your request must include a letter explaining your case and/or supporting documentation for the Academic Review Committee. Submit your request to the 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:

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

### If a Deferred Privilege is Granted:

On WebAdvisor, the notation “INC” will appear beside the course (in lieu of a numeric grade). If the privilege 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 privilege on time.**

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

**Academic Consideration:  
REQUEST FOR DEFERRED PRIVILEGE**

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

Program: \_\_\_\_\_ Semester (eg. F21): \_\_\_\_\_ 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 Privilege” information (see back of page).
  - Your request for a deferred privilege must be submitted within five working days of the missed examination/course work deadline.
  - Approval of deferred privilege is at the discretion of the Academic Review Committee and is NOT guaranteed.
  - If your deferred privilege 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.
- Personal letter outlining circumstances, pertinent dates, and requested privilege(s) attached:  
YES  NO
  - Original supporting documentation attached:  YES  NO
  - Are you registered with SAS?  YES  NO

If yes, you are responsible for contacting the SAS office regarding deadlines and arranging accommodations for deferred exams.

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

For Office Use Only	
Received by: _____	Date: _____
Call in <input type="checkbox"/>	Email <input type="checkbox"/> In Person <input type="checkbox"/>