1. **Incomplete Failures**
   A student who has not completed the required coursework will be given a final percentage grade which factors in a grade of zero for the incomplete course work. If this results in a passing final percentage grade and the instructor has indicated in the course outline that failure to complete the required course work will result in a failure in the course, a final grade of 49% will be submitted with a grade comment of INF (Incomplete Failure).

2. **Absence from Final Examinations**
   A student who is absent from a final examination will receive a failing final grade for the course. The instructor will submit a failing final percentage grade which factors in a grade of zero for the missed examination. If this results in a passing final percentage grade, a final grade of 49% will be submitted along with a grade comment of ABF (Absent Failure).

3. **Deferred Examinations.**
   If you are absent from a final examination because of illness or compassionate reasons (such as the illness of your child) you may apply for a deferred final examination. Your request must be made within three days of the date of the examination. Detailed documentation (eg. a letter from a doctor) must be submitted prior to approval. Do not schedule vacations during the final examination periods as deferreds will not be granted for this reason. Deferred examinations are normally written one month after they are granted.

   If you become ill during a final examination you must notify the instructor immediately. You would then be expected to complete a request for a deferred examination. If you continue to write the final examination and hand it in for marking you will not be granted a deferred examination.

   December finals write their deferred exams during the **February break** and April finals write their deferreds **mid-June**. The cost of a deferred exam is $40.00.

4. **Supplemental Examinations**
   This refers to the re-writing of a final examination:

   **Only students in their graduating year in the College of Arts and Science may request a supplemental examination.**

   If you have questions about the grade in a final examination or any other course work throughout the term ask to discuss your concerns with your instructor. If you are still not satisfied, you do have the option of requesting a routine inquiry and following that, a formal re-read. There are deadlines for making such a request so be sure to contact the department as soon as possible.