

Student Guidelines

What To Do If You Miss An Exam

In the event that you are unable to write the final exam because of **incapacitating illness** or other **extenuating circumstances**, you should be aware of the following:

a) Incapacitating illness is defined as an illness or injury that results in a significant disruption of academic work. Refer to the Queen's Student Health "Guidelines for Issuing Verification of Illness Form" found on this web page:

<http://engineering.queensu.ca/Current-Students/Academic-Guide.html>

b) Extenuating circumstances are defined as serious circumstances that are beyond the student's control

- for example, a death in the immediate family (parent, sibling, grandparent) or any other emergency situation would be an extenuating circumstance
- however, a family party, your cousin's wedding, a ski trip, sleeping in, forgetting when and where the exam was scheduled are NOT valid reasons for missing an exam c) You must contact your Instructor as soon as possible BEFORE the exam date to let her or him know that you have a valid reason for missing the exam and to make arrangements for an alternate final exam.

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d) You will need to provide official proof of incapacitating illness (a medical note from a doctor), or proof of the death of a family member (the obituary notice from the newspaper or funeral home is sufficient), or official proof of whatever other extenuating circumstance has caused you to miss the exam

- bring this documentation to the Engineering and Applied Science Faculty Office (see address above) as soon as possible and no later than 2 weeks after the exam
- the hours for Queen's Student Health for day time medical services and the information on where to go after hours can be found on this web page:
<http://www.queensu-hclds.org/hs/hours.html>
- the standard medical documentation provided by Queen's Student Health is sufficient proof of incapacitating illness
- the medical documentation from any other Doctor or Health Service must be provided using the "Verification of Illness" form available on-line at this webpage:
<http://engineering.queensu.ca/Current-Students/Academic-Guide.html>

e) If you notify the instructor BEFORE the exam is written, and you have proof of incapacitating illness or proof of extenuating circumstances, then your Instructor will make a request for you to receive an Incomplete (IN) mark for the course

- the IN mark is temporary until you are able to complete the work required for the course
- refer to Academic Regulation 4b listed below for the details regarding an IN mark
- refer also to the "Incomplete Grade Request" form that your Instructor will submit on your behalf if you have sufficient proof that you missed the exam for valid reasons
<http://engineering.queensu.ca/files/IncompleteGradeRequest.pdf>
- you must complete the examination by the completion date specified on your approved Incomplete Grade Request form, or your final mark will be the mark you achieved before writing the final exam
- extensions to the completion date for an IN grade are rarely granted

Regulation 4(b) If a student is unable to write the final examination or to submit required coursework because of incapacitating illness or other extenuating circumstances, a mark of "IN" (Incomplete) will be recorded for the course on the recommendation of the course instructor and the Department Head, and approval by the Operations Committee. The submission of a mark of "IN" must be accompanied by documents supporting the request and by a proposed date of completion which shall be as early as possible. In such cases, the course for which a mark of "IN" has been entered will be excluded when calculating sessional and cumulative averages of the student concerned. An "IN" on a transcript does not preclude the application of Regulations 2g and 10. If the student does not complete the course by the date set by the Operations Committee, the mark in the course will be changed to a mark reflecting zero grades on the missing components of the course.