

FOR APPROVAL**PUBLIC****OPEN SESSION**

TO: Committee on Academic Policy and Programs

SPONSOR: Professor Nicholas Rule, Vice-Provost, Academic Programs
CONTACT INFO: 416-978-3948, vp.academicprograms@utoronto.ca

PRESENTER: Same as above.
CONTACT INFO:

DATE: May 6, 2025 for May 13, 2025

AGENDA ITEM: 12

ITEM IDENTIFICATION:

Proposal to change the Petition for Examinations regulation, Faculty of Arts and Science

JURISDICTIONAL INFORMATION:

The establishment, termination or major amendment of University-wide policies governing academic regulations are considered by the Committee and forwarded to the Academic Board for approval, for example, but not limited to, policies on academic appeal procedures and standards of professional practice behaviour for students in professional faculties. Minor amendments to University-wide policies may be approved by the Committee. Amendments to divisional academic regulations that will have a major affect in the division or that would require an exception to some element of University-wide policy are considered by the Committee for approval. (AP&P Terms of Reference, Section 4.3)

GOVERNANCE PATH:

1. Committee on Academic Policy and Programs [For Approval] (May 13, 2025)

PREVIOUS ACTION TAKEN:

The Faculty of Arts and Science Faculty Council approved the proposal to change its Petition for Examinations regulation on April 16, 2025.

HIGHLIGHTS:

This is a proposal to change the undergraduate Petition for Examinations Policy at regulation at the Faculty of Arts and Science (FAS).

The Faculty has noted a significant increase in petitions and first appeals for exam re-deferrals in the last several years. Currently students who miss both a deferred exam granted by petition, and a subsequent

re-deferral of the exam, also granted by petition, are eligible to submit petitions for several subsequent re-deferrals of the exam. As a result, many students have had four or more opportunities to write an exam for the same course. Students who have been granted multiple re-deferrals of an exam find themselves balancing their current studies with preparing to write an exam for a course in which they may have been enrolled up to two years prior, the content of which they may no longer be as familiar with and the preparation for which would therefore require an increased time commitment. Until the exam has been taken, students do not have access to an accurate indication of their grade point averages and assessment of their academic standing and therefore cannot make fully informed decisions about their current and future course enrolment.

The proposal is to modify the Petitions for Examinations policy so that students have at most two opportunities to write a deferred exam for the same course. That means students who miss an originally scheduled exam would be eligible to submit a petition to defer the exam. Should they miss the deferred exam, students could choose to submit a subsequent petition to re-defer and have a second opportunity to write a deferred exam. The change in policy will:

- Support students in resolving in a timely manner a course where they were unable to write to originally scheduled examination;
- Provide students with an accurate indication of their current academic standing to ensure that they can make informed decisions concerning course enrolment in the current and future terms
- Allow students who are unable to write an exam due to extenuating circumstances to focus on courses in which they are enrolled in subsequent sessions, rather than continuing to balance their current studies with preparing for an exam from a previous term or session that may have been re-deferred multiple times.

This change is effective September 1, 2025 for all new and in progress students. Effective September 2025, for students granted a second deferral of an exam, the petition decision will clearly reference that the second deferral is the student's final opportunity to write the exam. Students granted a deferred or re-deferred exam from a previous term scheduled to be written in September 2025 or later who miss the exam would have, if granted by petition based on supporting documentation, one additional opportunity to write the exam, as either a first or subsequent re-deferral.

Consultation outside FAS has taken place with the University of Toronto Mississauga ; the University of Toronto Scarborough and the John H. Daniels Faculty of Architecture, Landscape, and Design. All divisions were supportive of the change.

FINANCIAL IMPLICATIONS:

Any new financial obligations resulting from this change will be met at the divisional level.

RECOMMENDATION:

Be It Resolved,

THAT the proposed change to the Faculty of Arts and Science regulations, as described in the proposal from the Faculty of Arts and Science dated April 1, 2025, be approved to be effective on September 1, 2025.

DOCUMENTATION PROVIDED:

- Proposal to change the Petition for Examinations Policy, Faculty of Arts and Science



Proposal for the Creation of a New Policy/Calendar Statement or the Modification of an Existing Policy/Calendar Statement

Policy Name	Petitions for Examinations
Proponent	Lisa Feng, Faculty Registrar & Director, Academic Services Faculty of Arts & Science, University of Toronto
Version Date (Please change the date as you edit the proposal.)	April 1, 2025

Summary

Please provide a brief description of the policy or calendar statement being proposed/modified and the goals for the change.

Proposal for Consideration

Due to the increasing volume and complexity of [petitions](#) submitted by undergraduate students in the Faculty of Arts & Science, the Faculty in June 2023 struck a Petitions Policy Working Group to review petitions policies and processes, with the goal of clarifying existing policies and ensuring that they are more effectively implemented. The Working Group, after consultation, including with representatives from the College Registrar's Offices and the Office of the Faculty Registrar, staff working in the Faculty in areas of Equity, Diversity, and Inclusion and high risk mental health services, the University's Accessibility Services and legal services, and the Arts & Science Students' Union (ASSU) and the Association of Part-Time Undergraduate Students (APUS), put forward in March 2024 a series of recommendations to Arts & Science Council. The Working Group also identified areas that would require collaboration and consultation with the University of Toronto Mississauga (UTM) and the University of Toronto Scarborough (UTSC) as well as formal proposals for policy modification; one such area is the [re-deferral of exams](#).

The Faculty has noted a significant increase in petitions and first appeals for exam re-deferrals in the last several years, with the exception of the timeframe during the pandemic during which in-person Faculty final exams were not held. Currently, undergraduate Faculty of Arts & Science students who miss both a deferred exam, granted by petition, and a subsequent re-deferral of the exam, also granted by petition, are eligible to submit petitions for several subsequent re-deferrals of the exam. As a result, many students have had four or more opportunities to write an exam for the same course, with a small number of students having up to seven opportunities – the originally scheduled exam and six subsequent deferrals – and have had an exam sitting scheduled two years after they were originally enrolled in the course.

The proposal is to modify the [Petitions for Examinations](#) policy to state that Faculty of Arts & Science students have at most two opportunities to write a deferred exam for the same course. Students who miss an originally scheduled exam would be eligible to submit a petition to defer the exam; should they miss the deferred exam, choose to submit a subsequent petition to re-defer, and have appropriate supporting documentation that speaks to extenuating circumstances for the timeframe during which the deferred exam was scheduled, they would have a second opportunity to write a deferred exam.

Faculty of Arts & Science students enrolled in a course in another division who miss a final exam in the course and choose to petition for a deferred exam do so through the Faculty of Arts & Science. In order to align policies for petitions for deferred exams for students registered in the Faculty of Arts & Science, UTM, or UTSC, irrespective of the division in which students are taking courses, UTM and UTSC will also be moving ahead with similar proposals.

In addition to the proposed modification to the petitions for examinations policy, information that is considered process rather than policy, for example the details of the process to be followed by students who abandon an exam, and information that may change, such as the fee to write a petitioned exam, has been removed from the Academic Calendar and links have been added in the Calendar text to the relevant content on the Faculty of Arts & Science website.

Goals

- To support students in resolving in a timely manner – ideally within at most one year – a course for which they were unable to write the originally scheduled exam due to extenuating circumstances.
- To provide students who are unable to write an exam due to extenuating circumstances with an accurate indication as soon as possible of their current [grade point averages](#) and [academic standing](#), to ensure that they can make informed decisions concerning course enrolment in the current and future terms.
 - When a deferred exam is granted, the notation of [SDF \(standing deferred\)](#) is added to a student's academic record for the course in lieu of a final mark. Any calculation of grade point averages or assessment of academic standing that occurs while the SDF remains will exclude the course. Should a final mark in the course replace the SDF, any grade point averages would recalculate retroactively, which may result in changes to a student's academic standing.
- To allow students who are unable to write an exam due to extenuating circumstances to focus on courses in which they are enrolled in subsequent terms and sessions, rather than continuing to balance their current studies with preparing for an exam from a previous term or session that may have been re-deferred multiple times.

Policy Statement or Calendar Language

Current Text <i>State the current policy statement or the current language as it appears in the Academic Calendar.</i>	Proposed Text <i>State the proposed policy statement or the proposed language as it would appear in the Academic Calendar.</i>
<p>(https://artsci.calendar.utoronto.ca/petitions-and-appeals)</p> <p>[content excerpted]</p> <p>Petitions for Examinations Students are expected to write their examinations as scheduled. Petitions based on travel, employment, or personal plans will not be considered as students are expected to make themselves available during the published Examination Period to write final examinations.</p> <p>Deferred Examinations: In situations where a student is unable to write their final exam due to extenuating circumstances (e.g. illness), they may request a deferral. A student who is too ill and/or incapacitated at the start of the exam, should not attempt to write the exam. Instead, they should submit a petition for a deferred examination.</p> <p>Re-Deferred Examinations: Students who miss a deferred examination will receive a mark of zero for the examination in the calculation of the final grade. Only under exceptional circumstances (e.g., hospitalization or significant personal emergency), supported by strong documentation, will a petition for a second deferral of the examination be considered.</p> <p>Examination Re-Writes for In-Person Final Exams: Students who write an examination may not petition to rewrite it, except under extraordinary circumstances such as a sudden acute illness during the examination. If a student becomes suddenly and acutely ill at an in-person examination and needs to abandon the examination, they must notify the Chief Presiding Officer (CPO) immediately, sign the appropriate form and promptly leave the examination to seek medical attention. The personal</p>	<p>(The Calendar text with proposed changes tracked is included as Appendix 1)</p> <p>[content excerpted]</p> <p>Petitions for Examinations Students are expected to write their examinations as scheduled. Petitions based on travel, employment, or personal plans will not be considered as students are expected to make themselves available during the published Examination Period to write final examinations.</p> <p>Deferred Examinations In situations where a student is unable to write their final examination due to extenuating circumstances, they may request a deferral. A student who is too ill or otherwise unable to write the examination should submit a petition, with supporting documentation, for a deferred examination. When a petition for a deferred examination is granted, a notation of SDF (standing deferred) is added to the student's transcript in place of a final mark for the course. After a student has written the deferred examination, the SDF will be replaced with a final mark in the course.</p> <p>Students have at most two opportunities to write a deferred examination for the same course. Students who miss their first opportunity to write a deferred examination may petition for a second opportunity to do so, however note that only under extenuating circumstances supported by appropriate documentation will a petition for a second deferral (a re-deferral) of the examination be considered. Students who miss a deferred examination will receive a mark of zero for the examination in the calculation of their final mark. Should a petition for a second deferral be granted, the notation of SDF will be re-added to the student's transcript for the course.</p>

<p>statement reporting illness requires both corroboration from the CPO and documentation from a licensed health care professional on the day of the examination. Students who leave the examination hall without notifying the CPO will be assumed to have completed the examination. Having once abandoned an examination, a student should be aware that consideration may not be given again for the same circumstances.</p> <p>Examination Re-Writes for Online Final Exams: Students who encounter extenuating circumstances during an online final exam should immediately contact their course instructor and follow the instructions they provide.</p> <p>Important Notes: When a petition for an examination has been granted with respect to a course, a notation of SDF (standing deferred) is placed on the transcript in place of a final mark. After the examination is written, the SDF will be replaced with the final grade in the course. Decisions of approved petitions for examinations advise students of the examination period in which the examination will take place, and whether the examination will be a special examination at an alternate examination period or the regular examination with the next offering of the course. If a petition for an examination is granted and is to be written in a subsequent term, the student is strongly encouraged to reduce their course load in that term to allow time for preparation of the petitioned examination.</p> <p>To write a petitioned examination, students must pay a fee of \$73.50 per petitioned examination (maximum \$147.00 for multiple requests in the same petition) by the deadline provided in the petition decision. Students who have paid the petitioned examination fee by the published payment deadline will receive their personal petitioned examination schedule. Students who do not pay the fee may not be eligible to write the petitioned examination, nor can a missed payment be the basis to petition for a further deferral of the examination.</p> <p>When a student misses a petitioned examination sitting, they should immediately seek academic advising from their College Registrar's Office</p>	<p>Students who, having been granted a second opportunity to write their deferred exam, miss the opportunity to do so are advised to contact their College Registrar's Office to discuss their situation and engage in academic planning. The SDF for the course on their transcript will be replaced by a final mark that includes a mark of zero for the examination.</p> <p>Examination Re-Writes for In-Person Final Exams: Students who write an examination may not petition to rewrite it, except under extraordinary circumstances such as a sudden acute illness during the examination.</p> <p>When a petition to re-write an examination is granted, a notation of SDF (standing deferred) is added to the transcript in place of a final mark for the course. After a student has written the examination, the SDF will be replaced with a final mark in the course.</p> <p>Examination Re-Writes for Online Final Exams: Students who encounter extenuating circumstances during an online final exam should immediately contact their course instructor and follow the instructions they provide.</p> <p>Important Notes: Petition decisions are sent to students' active University of Toronto email address. Decisions of approved petitions for a deferred examination, a re-deferred examination, and/or an examination re-write advise students of the period in which the petitioned examination will take place and reference the deadline by which students must pay the petitioned examination fee. Students who have paid the petitioned examination fee by the payment deadline will receive their petitioned examination schedule. Students who do not pay the fee are not eligible to write the petitioned examination, nor can a missed payment be the basis to petition for a deferral of the examination. Students who are experiencing financial need are encouraged to meet with their College Registrar's Office to discuss their financial situation in more detail.</p> <p>Students who have been granted a petitioned</p>
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<p>submitting a petition for a further deferral of their unwritten final examination. If the student does not write a petitioned examination, the "SDF" notation will be replaced by the original grade, with a grade of "O" for the final examination in the calculation of the final grade.</p> <p>Students who must write a petitioned examination in a course that serves as a prerequisite for subsequent courses may enrol in those subsequent courses provided they obtain the approval of the academic unit concerned and provided the term mark in the prerequisite (deferred) course is at least 60%. If approval from the academic unit is not obtained, there is a risk that students may be removed from the subsequent course during a prerequisite check and reinstatement may not be possible if the course is full.</p> <p>Students who have the notation of SDF on a course and who have earned a Cumulative Grade Point Average (CGPA) of less than 1.50 are strongly encouraged by the Faculty to include in their personal statement an academic plan for the term in which they will be completing the outstanding exam(s). The Faculty reserves the right to limit registration or course load in a subsequent term for students who have outstanding academic obligations from a previous term. Students who find themselves in this situation should seek academic advising from their College Registrar's office.</p> <p>[content referring to petition deadlines excerpted]</p>	<p>examination in a course that serves as a prerequisite for subsequent courses may enrol in those subsequent courses provided they obtain the approval of the academic unit concerned and provided the term mark in the prerequisite course with the petitioned examination is at least 60%. If approval from the academic unit is not obtained, there is a risk that students may be removed from the subsequent course during a prerequisite check and reinstatement may not be possible if the course is full.</p> <p>Students who are petitioning an examination and have a Cumulative Grade Point Average (CGPA) of less than 1.50 are strongly encouraged to include in their personal statement an academic plan for the term in which they will be completing the outstanding examination(s). The Faculty of Arts & Science reserves the right to limit registration or course load in a subsequent term for students who have outstanding academic obligations from a previous term. Students who find themselves in this situation should seek academic advising from their College Registrar's Office.</p> <p>[content referring to petition deadlines excerpted]</p>
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Rationale or Case for Action

You may wish to speak to when the policy or calendar statement was first created or last modified; past success/failure of the policy being modified. What has led to the decision to propose/modify the policy or calendar statement? Where appropriate, include relevant metrics and/or explain alignment with the division's academic plan.

The Faculty has noted a significant increase in petitions and first appeals for exam re-deferrals in the last several years, with the exception of the timeframe during the pandemic during which in-person Faculty final exams were not held (Table 1). Currently, undergraduate Faculty of Arts & Science students who miss both a deferred exam, granted by petition, and a subsequent re-deferral of the exam, also granted by petition, are eligible to submit petitions for several subsequent re-deferrals of the exam. As a result, many students have had four or more opportunities to write an exam for the same course, with a small number of students having up to seven opportunities – the originally scheduled exam and six subsequent deferrals – and have had an exam sitting scheduled two years after they were originally enrolled in the course.

Table 1: Petition and first appeal counts as presented to Arts & Science Council. The data provided for each timeframe is from July 1 to June 30. The number of requests reflect individual 'asks' rather than the number of petitions, since one petition or first-level appeal can contain multiple asks. Note that in-person Faculty final exams were not held during the pandemic, from the Winter 2020 term to the end of the Summer 2021 session, and therefore students who missed a final assessment during this timeframe petitioned for a term work extension rather than a deferred exam. In 2022-2023, a new 'Undecided' category was included in the numbers reported; for consistency with previous years, these numbers have been excluded from the table and comprise, for 2022-2023 and 2023-2024, the difference between the overall total number of requests and the total of the categories listed. For 2021-2022, the difference between the overall total number of requests and the total of the categories listed existed in the numbers reported to Council.

Petition Type	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
First Deferred Exam					
# of requests	2,349	88	2,671	5,297	5,373
Granted	2,311	77	2,516	5,119	4,983
Denied	17	9	85	83	210
Cancelled/Not Considered	21	2	61	82	108
Exam Re-Deferral					
# of requests	704	231	238	1,515	2,052
Granted	646	214	198	1,407	1,771
Denied	57	17	29	78	193
Cancelled/Not Considered	1	0	6	28	38

When a deferred exam is granted, the notation of [SDF \(standing deferred\)](#) is added to the course in lieu of a final mark, and any calculation of [grade point averages](#) or [assessment of academic standing](#) that occurs while the SDF remains will exclude the course. Should a final mark in the course replace the SDF, grade point averages would recalculate retroactively, possibly resulting in changes to a student's most recent academic standing. In cases where a student has had multiple opportunities to write a re-deferred exam, their academic standing, assessed after the Fall/Winter session and after the Summer session, may have been assessed for more than one session, and the resolution of the SDF could potentially result in retroactive changes to the student's academic standing spanning two or more sessions. Until the SDF has been resolved, students do not have access to an accurate indication of their grade point averages and assessment of their academic standing and therefore cannot make fully informed decisions about their current and future course enrolment.

Students who have been granted multiple re-deferrals of an exam also find themselves balancing their current studies with preparing to write an exam for a course in which they may have been enrolled up to two years prior, the content of which they may no longer be as familiar with and the preparation for which would therefore require an increased time commitment.

Stipulating that students have at most two opportunities to write a deferred exam for the same course will support students in resolving in a timely manner a course for which they were unable to write the exam due to extenuating circumstances, allowing them to have a more accurate sense of their current grade point average calculations and academic standing, while also facilitating their ability to focus on the courses in which they are currently enrolled and to make informed decisions about their current and future course enrolment.

Impact and Implementation of Proposed Change(s)

Indicate the positive and negative implications that need to be considered in the creation/modification of the policy or calendar statement. State the impact of the creation/modification of policy or calendar statement on the divisional student experience as well as potential effects on other University of Toronto divisions.

Although the introduction of at most two opportunities for students to write a deferred exam for the same course may initially be perceived to be restrictive, the Faculty's goal is to support students in resolving in a timely manner – ideally within at most one year – a course for which they were unable to write the originally scheduled exam due to extenuating circumstances.

Students who miss a second opportunity, granted by petition, to write a deferred exam for the same course are advised to contact their College Registrar's Office to discuss their situation and engage in academic planning. Depending upon each student's individual circumstances and any supporting documentation that they provide to their College Registrar's Office that speaks to the timeframe of the missed deferred exam, the options that might be available to them after missing a second opportunity to write the deferred exam would vary and might include a [Late Withdrawal After the Drop Date \(LWD\)](#) from the course or a petition for [Withdrawal Without Academic Penalty \(WDR\)](#) from the course. Only in extenuating circumstances supported by appropriate documentation, including the recommendation of the College Registrar, would a petition for a third deferral (second re-deferral) of an exam be considered. In the absence of appropriate documentation to support a student missing a second opportunity to write a deferred exam, it may be possible for the student to receive a mark of zero on the final exam.

The timely resolution of the course, whether with a final mark, an LWD, or a WDR, will allow students to have a more accurate sense of their current grade point average calculations and academic standing, while also facilitating their ability to focus on the courses in which they are currently enrolled and to make informed decisions about their current and future course enrolment.

Faculty of Arts & Science students enrolled in a course in another division who miss a final exam in the course and choose to petition for a deferred exam do so through the Faculty of Arts & Science. In order to align policies for petitions for deferred exams for students registered in the Faculty of Arts & Science, UTM, or UTSC, irrespective of the division in which students are taking courses, UTM and UTSC will also be moving ahead with similar proposals.

Consultation Undertaken

Please provide evidence of consultation with any stakeholders (e.g., students, staff, faculty members, alumni, U of T divisions, third-party stakeholders if applicable) to be affected by the creation/modification of policy or calendar statement. Indicate how stakeholders will be notified of the proposed/modified policy or calendar statement following approval.

Due to the increasing volume and complexity of [petitions](#) submitted by undergraduate students in the Faculty of Arts & Science, the Faculty in June 2023 struck a Petitions Policy Working Group to review petitions policies and processes, with the goal of clarifying existing policies and ensuring that they are more effectively implemented. The Working Group, after consultation, including with representatives from the College Registrar's Offices and the Office of the Faculty Registrar, staff working in the Faculty in areas of Equity, Diversity, and Inclusion and high risk mental health services, the University's Accessibility Services and legal services, and the Arts & Science Students' Union (ASSU) and the Association of Part-Time Undergraduate Students (APUS), put forward in March 2024 a series of recommendations to Arts & Science Council. The Working Group also identified areas that would require collaboration and consultation with UTM and UTSC as well as formal proposals for policy modification. The petitions for examinations policy, which this proposal seeks to modify, was one such area.

Additional consultation within the Faculty of Arts & Science

October 16, 2024: Presentation at the Faculty Management Team (FMT) meeting; support was expressed for the proposal.

November 7, 2024, and January 17, 2025: Meetings with the College Registrars, in which they expressed support for the proposal.

February 4, 2025: Presentation shared with the Association of Part-Time Undergraduate Students (APUS); no objections were put forward by this stakeholder group.

February 14, 2025: Presentation to the Arts & Science Students' Union (ASSU); support was expressed for the proposal.

February 24, 2025: Presentation at the Arts & Science Communication & Consultation (C&C) meeting, the participants in which include advisors in College Registrar's Offices, departmental administrators, and Associate Chairs, Undergraduate; questions were asked about implementation and support was expressed for the proposal.

February 27, 2025: Presentation to the Arts & Science Registrarial Collaboration Committee (ARCC), the members of which include advisors in College Registrar's Offices; no objections were put forward by this stakeholder group and the discussion focussed on implementation and student advising.

Across the University

Representatives from the Faculty of Arts & Science, UTM, and UTSC met in Winter 2024 to discuss petitions policies, including petitions for deferred exams. The current proposal was developed based on these discussions.

The Faculty of Arts & Science's proposal was shared with the Registrars of, and registrarial colleagues at, UTM and UTSC, as well as with the Registrar of the John H. Daniels Faculty of Architecture, Landscape, and Design (Daniels Faculty), on February 11, 2025. Feedback provided by UTSC on the proposed Calendar text was incorporated into the proposal and the Registrars of UTM and the Daniels Faculty confirmed support for the proposal.

Policy Implementation

Please indicate when the proposed/modified policy or calendar statement will go into effect as well as where and how this will be implemented.

Effective Date

Pending the relevant governance approval, the proposed modifications to the [Petitions for Examinations](#) policy will go into effect as of September 1, 2025, with the publication of the 2025-2026 Academic Calendar in May 2025.

Implementation Timeline

Students granted a deferred or re-deferred exam from a previous term scheduled to be written in September 2025 or later who miss the exam would have, if granted by petition based on supporting documentation, one additional opportunity to write the exam, as either a first or subsequent re-deferral.

Effective September 2025, for students granted a second deferral of an exam, the petition decision will clearly reference that the second deferral is the student's final opportunity to write the exam. The Petitions System will be updated to identify the number of times a student has deferred an exam in the same course to ensure transparency for students.

Consultation/Governance Pathway

Steps/Stakeholders	Date(s) of Sign-offs/Approvals
Office of the Faculty Registrar, Faculty of Arts & Science	October 16, 2024
Office of the Dean, Faculty of Arts & Science	October 16, 2024
VPAP Sign-off	March 25, 2025
Arts & Science Council	April 16, 2025 (for approval)
University of Toronto Committee on Academic Policy and Programs	May 13, 2025 (for approval)

Appendix 1

Proposed changes to current Calendar text – 2024-2025 Faculty of Arts & Science Academic Calendar
(<https://artsci.calendar.utoronto.ca/petitions-and-appeals>)

[content excerpted]

Petitions for Examinations

Students are expected to write their examinations as scheduled. Petitions based on travel, employment, or personal plans will not be considered as students are expected to make themselves available during the published Examination Period to write final examinations.

Deferred Examinations:

In situations where a student is unable to write their final examination due to extenuating circumstances ~~(e.g., illness)~~, they may request a deferral. A student who is too ill ~~and/or incapacitated or otherwise unable to write the examination should at the start of the exam, should not attempt to write the exam. Instead, they should~~ submit a petition, with supporting documentation, for a deferred examination. When a petition for a deferred examination is granted, a notation of SDF (standing deferred) is added to the student's transcript in place of a final mark for the course. After a student has written the deferred examination, the SDF will be replaced with a final mark in the course.

~~Re-Deferred Examinations:~~ Students have at most two opportunities to write a deferred examination for the same course. Students who miss their first opportunity to write a deferred examination may petition for a second opportunity to do so, however note that only under extenuating circumstances supported by appropriate documentation will a petition for a second deferral (a re-deferral) of the examination be considered. Students who miss a deferred examination will receive a mark of zero for the examination in the calculation of their final mark. Should a petition for a second deferral be granted, the notation of SDF will be re-added to the student's transcript for the course.

~~Students who miss a deferred examination will receive a mark of zero for the examination in the calculation of the final grade. Only under exceptional circumstances (e.g., hospitalization or significant personal emergency), supported by strong documentation, will a petition for a second deferral of the examination be considered.~~

Students who, having been granted a second opportunity to write their deferred exam, miss the opportunity to do so are advised to contact their College Registrar's Office to discuss their situation and engage in academic planning. The SDF for the course on their transcript will be replaced by a final mark that includes a mark of zero for the examination.

Examination Re-Writes for In-Person Final Exams: Students who write an examination may not petition to rewrite it, except under extraordinary circumstances such as a sudden acute illness during the examination. ~~If a student becomes suddenly and acutely ill at an in-person examination and needs to abandon the examination, they must notify the Chief Presiding Officer (CPO) immediately, sign the appropriate form and promptly leave the examination to seek medical attention. The personal statement reporting illness requires both corroboration from the CPO and documentation from a licensed health care professional on the day of the examination. Students who leave the examination hall without notifying the CPO will be assumed to have completed the examination. Having once abandoned an examination, a student should be aware that consideration may not be given again for the same circumstances.~~

When a petition to re-write an examination is granted, a notation of SDF (standing deferred) is added to the

transcript in place of a final mark for the course. After a student has written the examination, the SDF will be replaced with a final mark in the course.

Examination Re-Writes for Online Final Exams: Students who encounter extenuating circumstances during an online final exam should immediately contact their course instructor and follow the instructions they provide.

Important Notes:

~~When a petition for an examination has been granted with respect to a course, a notation of SDF (standing-deferred) is placed on the transcript in place of a final mark. After the examination is written, the SDF will be replaced with the final grade in the course.~~

~~Petition decisions are sent to students' active University of Toronto email address. Decisions of approved petitions for a deferred examination, a re-deferred examination, and/or an examination re-write advise students of the period in which the petitioned examination will take place and reference the deadline by which students must pay the petitioned examination fee. Decisions of approved petitions for examinations advise students of the examination period in which the examination will take place, and whether the examination will be a special examination at an alternate examination period or the regular examination with the next offering of the course. If a petition for an examination is granted and is to be written in a subsequent term, the student is strongly encouraged to reduce their course load in that term to allow time for preparation of the petitioned examination.~~

~~To write a petitioned examination, students must pay a fee of \$73.50 per petitioned examination (maximum \$147.00 for multiple requests in the same petition) by the deadline provided in the petition decision. Students who have paid the petitioned examination fee by the published payment deadline will receive their personal petitioned examination schedule. Students who do not pay the fee may be not be eligible to write the petitioned examination, nor can a missed payment be the basis to petition for a further deferral of the examination. Students who are experiencing financial need are encouraged to meet with their College Registrar's Office to discuss their financial situation in more detail.~~

~~When a student misses a petitioned examination sitting, they should immediately seek academic advising from their College Registrar's Office submitting a petition for a further deferral of their unwritten final examination. If the student does not write a petitioned examination, the "SDF" notation will be replaced by the original grade, with a grade of "0" for the final examination in the calculation of the final grade.~~

Students who have been granted ~~must write~~ a petitioned examination in a course that serves as a prerequisite for subsequent courses may enrol in those subsequent courses provided they obtain the approval of the academic unit concerned and provided the term mark in the prerequisite course with the petitioned examination ~~(deferred) course~~ is at least 60%. If approval from the academic unit is not obtained, there is a risk that students may be removed from the subsequent course during a prerequisite check and reinstatement may not be possible if the course is full.

Students who are petitioning an examination ~~have the notation of SDF on a course~~ and ~~who have earned a~~ Cumulative Grade Point Average (CGPA) of less than 1.50 are strongly encouraged ~~by the Faculty~~ to include in their personal statement an academic plan for the term in which they will be completing the outstanding examination(s). The Faculty of Arts & Science reserves the right to limit registration or course load in a subsequent term for students who have outstanding academic obligations from a previous term. Students who find themselves in this situation should seek academic advising from their College Registrar's Office.

[content referring to petition deadlines excerpted]