

# 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 may be eligible to receive an Incomplete (IN) grade in the course. An IN grade is a temporary grade assigned to a course when a student is unable to complete the course requirements (e.g., has not written the final exam or submitted course work) for reasons beyond the student's control. For further information on what constitutes an incapacitating illness or other extenuating circumstance, please see the second box below.

In order to be considered for an IN grade, you must complete the following steps:

- **Contact your Instructor:** 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.
  - QSAS students are responsible to notify and cancel any exams booked through the exams office.
  - **Provide Supporting Documentation:** You will need to provide documented proof of incapacitating illness ([Request for Consideration for Extenuating Circumstance](#), [Self Declaration of Brief Absence](#), or [Verification of Personal Health Condition](#)), or proof of the death of a family member (the obituary notice from the newspaper or funeral home is sufficient), or documented 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 1 week after the exam
    - The standard medical documentation provided by Queen's Student Wellness Services (SWS) is sufficient proof of incapacitating illness. The hours for SWS for day time medical services and the information on where to go after hours can be found on this web page:  
<http://www.queensu.ca/studentwellness/health-services/clinic-hours>
    - The medical documentation from any other Doctor or SWS must be provided using the "Verification of Personal Health Condition" form available on-line at this webpage:  
<http://my.engineering.queensu.ca/Current-Students/verification%20of%20personal%20health%20condition1.pdf>
  - **Submit an Incomplete (IN) Grade Request Form:** An "Incomplete (IN) Grade Request Form" must be completed and signed by your course instructor and Undergraduate Chair/Academic Advisor. The completed form must be submitted to the Operations Committee for consideration (drop off at the Faculty Office, RM 300, Beamish-Munro Hall). Your instructor may submit this form on your behalf; however, **please note that it is the student's responsibility to contact the course instructor to ensure that the Incomplete Grade Request Form is being submitted.** The "Incomplete (IN) Grade Request Form" can be obtained at the link provided here:  
<http://my.engineering.queensu.ca/Current-Students/Registration-Guide/files/IncompleteGradeRequest.pdf>
- Please note that:**
- The IN mark is temporary until you are able to complete the missing course requirements. Please note that you must complete the examination by the completion date specified on your approved Incomplete Grade Request form, or your final mark will revert to the mark you achieved before writing the final exam.
    - Most Upper Year Incomplete rewrites will be scheduled for the September Supplemental Exam period, while most First Year course Incomplete rewrites will be scheduled during either the February, April, or June Rewrite period.
  - Please refer to Academic Regulation 4b listed below for the details regarding an IN mark
  - Please note that extensions to the completion date for an IN grade are rarely granted

### Request for Academic Consideration for Extenuating Circumstance and Verification of Illness:

a) *Illness* is defined as an illness or injury that results in a significant disruption of academic work.

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