

Procedures for Missed Exams during Final Examinations

Registrar's Office Halifax NS B3M 2J6 (902) 457-6117 FAX (902) 457-6498 registrar@msvu.ca

Students reporting missing (or that they have missed) their final exam(s) must provide the following information:

- Date and time of report
- Student's full name
- Student number
- Phone number
- Course and section number(s)
- Professor's name(s)
- Date and time of exam(s)
- Reason exam(s) was missed

Students who have missed a final exam (or exams) must provide valid documentation to the Registrar's Office to cover the date/time of the missed exam(s).

This documentation includes:

- Illness - medical documentation (on letterhead) must be provided indicating the student's name, the date of the exam and that the student missed the exam due to illness
- Death in the family - student must provide a copy of the death certificate or a copy of the obituary

Valid documentation must be received in the Registrar's Office before the rescheduling process will take place.

It is the student's responsibility to contact the Registrar's Office when they are able to write the final exam. The student must contact the Registrar's Office at least one week prior to the INC (incomplete) deadline to make these arrangements.

The INC deadlines are as follows:

- January 31st for December examinations
- May 31st for April examinations

If the student does not make arrangements with the Registrar's Office to write the final exam, the INC grade will revert to "F" in accordance with the deadlines.

By signing this form, I acknowledge that I have read the above and agree to abide by the procedures outlined in this document.

Date

Student Signature