



Petition to Request a Grade of Deferred (DEF)

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

A separate form must be completed for each course that you would like to petition to receive a DEF.

Personal Information

Student ID Last Name First Name(s)

Apartment/Street Town/City Province Postal Code

Date of Birth (____) _____
Phone Number Mount Email Address

Course Information

Course (including section number) Academic Term and Year

Instructor Name Unit Value

Components of the course remaining to be completed:

Supporting documentation (ie. medical, legal, other, etc) must accompany each request.

NOTE: Your petition request will not be processed without supporting documentation.

Please provide a detailed account of the circumstances which have prevented the course completion:

This form must be submitted to the Registrar's Office **by the deadline.**

Date

Student Signature

To be completed by the Registrar's Office

Student Name:

Student ID:

Course Number:

Phone Number:

<input type="checkbox"/> Medical Documentation Attached	<input type="checkbox"/> Other Official Documentation Attached
_____	_____
Date	Registrar's Office Signature
Sent to instructor on: _____	Instructor should respond by: _____
Instructor Approval <i>NOTE: For part-time instructors - the Department Chair's approval must also be obtained.</i>	
DEF Granted <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, indicate duration (maximum six months; no extensions permitted): _____	
_____	_____
Date	Instructor Signature
_____	_____
Date	Department Chair's Signature <i>(required for PT instructors)</i>
Dean Approval	
_____	_____
Date	Signature of Dean
Please return to the Registrar's Office upon completion	

For the information of students and instructors, the regulations governing the grades of DEF and INC are noted below:

DEF - A notation of "DEF" (deferred) may be given through the Registrar's Office in exceptional cases when a student is unable to complete course requirements due to medical or other reasons during the time frame provided for completing an INC grade.

Normally, in accordance with INC grade regulations, a grade of INC will be initially assigned by the course instructor. **A student whose circumstances warrant a grade of DEF must submit a Petition to Request a Grade of Deferred (DEF) form and supporting documentation to the Registrar's Office by the deadlines outlined in the Undergraduate Academic Calendar.** The Registrar's Office will obtain all required signatures in order to determine whether the petition will be granted or the grade of INC will remain.

If the petition for the DEF is granted and the student cannot or does not subsequently complete the examination or coursework, the notation of DEF remains on the transcript indefinitely. A notation of DEF that can be cleared must be cleared by the approved deadline (maximum of six months). If this is not done, the student must retake the course or a substitute to earn credit. This means another formal course registration and payment of tuition.

INC - When a student is unable to complete course requirements for other than medical reasons and the faculty member agrees to a schedule for the completion of the outstanding requirements.

When a student misses a final exam or is not able to otherwise complete course requirements in courses not having course examinations due to illness, a medical certificate must be presented to the Registrar and accepted by the faculty member at the time the original examination or end of session deadline is missed.

Arrangements for course completion are made on an individual basis and in the case of illness, must be made as soon as the student is sufficiently recovered to complete the outstanding requirements. Normally, when sufficiently recovered, the student will be permitted to write the examination or complete the outstanding requirements on application to the Registrar.

Under no circumstances can work be accepted after the last day of the month following the end of the session in which the "Incomplete" (INC) is earned, but faculty can set an earlier deadline within that period. If these arrangements are not completed in the specified time, the INC notation shall be changed to Failure (F) unless the course work completed to the time of receiving the INC warrants a passing grade. In such cases the faculty will assign the grade. In exceptional cases, a grade of INC may be changed to a grade of Deferred (DEF). Please refer to the regulations governing the grade of DEF.