

# 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](mailto: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                      (\_\_\_\_\_)                      Mount Email Address

## Course Information

\_\_\_\_\_  
Course (including section number)                      Academic Term and Year

\_\_\_\_\_  
Faculty 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 **two weeks** in advance of the INC deadlines.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

Student Name:

Course Number:

Student ID:

Phone Number:

<b>To be completed by the Registrar's Office:</b>		<input type="checkbox"/> Medical Documentation Attached
		<input type="checkbox"/> Other Official Documentation Attached
_____ Date	_____ Registrar's Office Signature	
Sent to Faculty on: _____		Faculty should respond by: _____
<b>Faculty Approval</b> <i>NOTE: For part-time faculty - 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	_____ Faculty Signature	
_____ Date	_____ Department Chair's Signature <i>(required for PT faculty)</i>	
<b>Dean Approval</b>		
_____ Date	_____ Signature of Dean	
<b>Please return to the Registrar's Office upon completion</b>		

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

**DEF** - A notation of "Deferred (DEF)" can 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 faculty. A student whose circumstances warrant a grade of DEF must submit a Petition to Request a Grade of Deferred (DEF) form to the Registrar's Office. The Registrar, Dean and faculty member will 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 course work, the notation of DEF remains on the transcript indefinitely. A notation of DEF that can be cleared must be cleared within six months of the date the DEF notation is made. If this is not done, the student must retake the course or a substitute to earn credit. This means another formal course registration, payment of tuition and so forth.

**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.