

COLLEGE OF LAW DEFERRAL POLICY

(Revised May 9, 2025, Approved by Faculty Council and effective June 16, 2025)

This policy is made pursuant to section 31 of the College of Law *Academic Regulations*, and the *USask Academic Courses Policy*.

1. Deferral Requests

1.1 The Associate Dean Academic may approve a request for a deferred examination, and/or approve a request for an extension of term-work beyond the last day of the College of Law examination period, in accordance with sections 29 and 31 of the College of Law *Academic Regulations*.

1.2 Requests for a deferred examination or term-work extension may be made by:

- Emailing: ada.law@usask.ca, with a copy to Student Services at law.jdstudies@usask.ca, or
- Telephoning: Associate Dean Academic at 306 966-5880 or the Student Services office at 306966-5896 and asking to speak to the Associate Dean.

1.2 In accordance with this policy, additional documentation may be required to be submitted before the Associate Dean Academic will consider and/or approve a request.

2. Deferred Final Examinations

2.1 Students seeking a deferral of a final examination may do so on the basis of incapacitating distress or illness.

2.2 In accordance with section 8.6 of the *USask Academic Courses Policy*, no deferred examination is available for a student that has sat and handed-in an examination for marking.

2.3 In accordance with section 30 of the College of Law *Academic Regulations*, deferred examinations will not be granted for missed midterm examinations in first year classes (with the exception of Law 203: Constitutional Law). In the case of a missed midterm examination, the final examination will count for 100% of their final grade, in accordance with section 46 (b) of the *Academic Regulations*.

2.4 The request for a deferred examination should provide sufficient detailed information about the medical or personal reasons for the request. The Associate Dean Academic may require further details from you, including a detailed medical note or certificate. Please note that students experiencing flu-like systems will not require a note from a physician.

2.5 Students must complete a Declaration of Absence form and return the completed form to the Student Services office at law.jdstudies@usask.ca no later than three working days after the missed examination. The Declaration of Absence form may be found at:

<https://students.usask.ca/documents/health/absence.pdf>

2.6 The Associate Dean Academic will review all requests for deferred final examinations only after receipt of the complete Declaration of Absence form. The Associate Dean Academic may consult with the Studies Committee before approving a request.

2.7 With the exception of a short-term deferral as set out in Part 3, deferred final exams will be scheduled during the deferred examination periods, as set out in the USask Academic Calendar. Deferred examinations granted for term 1 classes will normally be written during the February break. Deferred examinations granted for term 2 classes are normally written in June.

3. Short-term Deferral of Final Examination

3.1 The Associate Dean Academic has been granted by Faculty Council the limited discretion to authorize a short-term final examination deferral to be scheduled no more than three calendar days from the scheduled date of the final examination.

3.2 The Associate Dean Academic's discretion to authorize a short-term deferral may only be exercised if there are sufficient resources available to accommodate a short-term deferred examination request.

3.3 Student requesting a short-term examination deferral may do so on the basis of medical or compassionate grounds.

3.4 Students approved by Access and Equity Services for a '24-hour exam accommodation' may not rely on this accommodation as grounds for a short-term examination deferral. Students requiring 24 hours between examinations must consult the examination timetable provided at the time of class registration and plan their class selection accordingly.

2.4 Students requesting a short-term examination deferral must complete a Declaration of Absence form and return the completed form to the Student Services office at law.jdstudies@usask.ca on or before the date of the final examination.

3.5 Students approved for a short-term deferral of a final examination must sign and abide by the conditions contains in the Declaration of Secrecy as found at:

<https://students.usask.ca/documents/registrarial/declaration-of-secrecy.pdf>

4. Extensions for Term-Work

4.1 In accordance with section 29 of the College of Law *Academic Regulations*, all term work must be completed by the last day of classes in each term, and instructors may grant extensions to individual students only up to the last day of the College of Law final examination period in each term.

4.2 The Associate Dean Academic may grant extensions to term work to individual students beyond the last day of examinations.

4.2 Students requesting an extension for term work beyond the last day of examinations may do so on the basis of medical or compassionate grounds.

4.3 The Associate Dean Academic may consult the Studies Committee and/or request approval from the Board of Examiners before approving any student requests for extension to term-work.

4.4 Any extension to term-work approved by the Associate Dean shall conform with the requirements of the USask *Academic Courses Policy*, with all term work being completed no later than August 31 of that academic year.

5. Academic Misconduct

5.1 Any student who provides false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement is in violation of section 2 B (g) (vii) of the USask *Student Academic Misconduct* policy.