

Proposal to Change the Scheduling of Special Examinations

Rationale for change:

- Current timelines were set to accommodate the physical mailing of final grades to students and to allow enough time for students to consult with advisors and complete the special exam application process
- Since marks are no longer physically mailed, and students have immediate access to their transcript through myInfo, the time required to apply for special exams is much reduced
- If a course has been taught by a sessional instructor or the instructor is starting retirement or a sabbatical on July 1, it is difficult to access an examination and to get the exam graded in August
- Several programs now have mandatory offerings in the Spring Summer session and it is important for students to have special exam results in order to continue
- It is preferable to determine the continuation status of a student who may be in academic jeopardy as soon after the end of term as possible. Therefore their registration status can be clarified for the next term
- The complexity around who can write special exams in January is baffling to both students and faculty

Current Regulation VII Special Examinations

(f) (i) Special examinations for courses taken during the regular fall/winter term shall be written in August, by the deadline date as published in the [Academic Schedule in the Special Examinations section under the final Date to Apply for Special Exams](#).

Special examinations for fall term half courses which are prerequisite to courses prescribed by the student's program in either the winter term or the spring/summer term shall be written in late January, by the deadline date as published in the Academic Schedule in the Special Examinations section under the Final Date to Apply for Special Exams.

(ii) Special examinations for courses taken during either the spring or summer term shall be written in December.

(iii) Applications to write special examinations must be filed at the Office of the Registrar by the deadline dates as published in the [Academic Schedule in the Special Examinations section under the Final Date to Apply for Special Exams](#). These applications must be accompanied by the prescribed fee, which is not refundable.

Proposed Regulation VII Special Examinations

(f)

(i) Special examinations for full year courses or for winter term courses shall be written in June.

Special examinations for fall term courses shall be written in January.

Special examinations for courses taken during either the spring or summer term shall be written in August.

Dates for special examinations are published in the Academic Schedule

(ii) Applications to write special examinations must be filed at the Office of the Registrar by the deadline dates as published in the Academic Schedule. These applications must be accompanied by the prescribed fee, which is not refundable.