

## For students in need of accommodation

To request an exam deferral, assignment extension, or other accommodation, please contact the professor unless it is a situation that warrants a medical certificate. In the latter case, please contact the Graduate Office.

Circumstances that may warrant accommodation include but are not restricted to:

- a **permanent state of affairs** (e.g., a disability, a permanent medical condition),
- an **ongoing situation** (e.g., a personal crisis, pregnancy),
- **reasons related to equity concerns** (e.g., religious obligations, sole parenthood),
- a **one-time event or circumstance** (e.g., a short illness, a temporary injury, a day surgery), or
- **compassionate grounds** (e.g., a death in the family, a sick child or dependant).

## Procedure for Requesting a Deferral

In the absence of compelling excuse, a student who seeks a deferral must comply with the following requirements.

1. Where possible, the student should notify the Graduate Studies in Law Office of his or her intention to apply for a deferral before or on the day of the examination to be deferred.
2. The student must submit an application in writing, via a service request, addressed to the Assistant Dean which sets out the remedy sought and the grounds for the remedy. This application must be submitted via a service request, within five working days of the end of the examination period.
3. Students requesting a deferral because of illness or other medical condition must submit with their application a medical certificate with the date of the medical examination and the date the certificate was issued. This medical certificate must be signed by a physician and must specify in detail that the student cannot complete their exam.
4. Students requesting a deferral on other grounds must submit appropriate supporting documentation with their application.
5. Applications will be referred to the Assistant Dean who will determine whether the student has established grounds for a remedy.
6. The Assistant Dean may refer any application to the Ad hoc Committee for decision.

## Procedure for Requesting an Extension

In the absence of compelling excuse, a student who seeks an extension must comply with the following requirements.

1. The student must submit an application in writing via a service request, addressed to the Assistant Dean which sets out the remedy sought and the grounds for the remedy. This application must be submitted via a service request, before or on the day of the deadline to be extended.
2. Students requesting an extension because of illness or other medical excuse must submit with their application a medical certificate with the date of the medical examination and the date the certificate was issued. This medical certificate must be signed by a physician and must set out in sufficient detail when the student can resume their course work.
3. Students requesting an extension on other grounds must submit appropriate supporting documentation with their application.

Applications will be referred to the Assistant Dean who will determine whether the student has established grounds for a remedy.

The Assistant Dean may refer any application to the Ad hoc Committee for decision.

## PROLONGED DEFERRALS AND EXTENSIONS

### Deadline for Completion

1. All deferred examinations or papers must be completed within 4 months of the original date set for the evaluation.
2. A course for which the evaluation is, without good cause, not completed by the student at the end of the 4 months of the original date set for the evaluation will be graded as EIN (incomplete) in the student's academic record. This grade, the numerical equivalent of a failure, will remain on a student's transcript.
3. A student wishing to obtain an extension beyond the 4 month limit must apply in writing via a service request to the Assistant Dean prior to the expiry of this period and provide detailed grounds for the request.

### Restrictions on Further Enrollment

A student with more than one deferred examination or paper at the beginning of an academic year will not be permitted to register in any additional course until all deferred examinations and papers are complete and grades have been entered.

## For students in need of learning supports

Students who require accommodation or academic support because of a physical or learning disability, or any ongoing condition which affects their ability to learn, are invited to register with SASS-Academic Accommodations:

Office:	Desmarais Building, room 3172 (3 <sup>rd</sup> floor)
Telephone:	613.562.5976
TTY:	613.562.5214
E-mail:	<a href="mailto:adapt@uottawa.ca">adapt@uottawa.ca</a>
Web:	<a href="http://www.sass.uottawa.ca/access/">www.sass.uottawa.ca/access/</a>

As part of the registration process, students will meet with a Learning Specialist to identify their individual needs, discuss appropriate strategies, and establish adaptive measures. SASS-Academic Accommodations assesses, establishes, and implements appropriate academic accommodations for students who have a disability, while adhering to the University of Ottawa's policies, procedures, and administrative regulations, as well as Human Rights legislation. SASS-Academic Accommodations works collaboratively with our faculty to facilitate the academic accommodation process.

### **Deadlines to request accommodation for final exams:**

Fall Semester: *before 15 November*

January term: *Before January 10*

Winter Semester: *before 15 March*