

Guidelines

When a student is unable to complete a final exam, a course or course requirements, documentation is required to enable the Dhillon School of Business to make an informed decision regarding the student's application for a *Withdrawal with Cause*, an *Incomplete* grade designation or a *Rescheduled Final Examination*. Please note that documentation is meant to support a request, but does not guarantee an automatic granting of the request.

MEDICAL VERIFICATION

Documentation from a health care professional (e.g. physician, mental health professional, counsellor) should include:

- The certified professional's name (printed); organization; date; stamp, seal or signature
- The student's full name
- The date of onset of the issue, the time period affected (is it resolved or ongoing?), and how the issue affects the student's ability to complete course requirements

OTHER VERIFICATION

Other types of documentation might include:

- Automobile accident report
- Obituary or death notice with evidence of student's relationship to the deceased
- Jury duty, court appearance or other legal activity notice

Incomplete coursework under extenuating circumstances

WITHDRAWAL WITH CAUSE

Withdrawal with cause is granted only in case of serious illness or other extenuating circumstances beyond the control of the student, which makes continuation in a term or course impossible and where an 'Incomplete' designation is not in order. For admitted students, the 'WC' is recorded only on application to the Dhillon School of Business Advising & Academic Support Office. For Open Studies students, the 'WC' is recorded upon application to the Registrar's Office.

INCOMPLETE DESIGNATION

The designation of 'I' is awarded only in case of illness or other extenuating circumstances beyond the control of the student, which make it impossible to complete the required work by the close of a term. The 'I' designation is awarded only on application to and approval of both the instructor and the Director of Undergraduate Programs and such application is not reviewed until the last two weeks of classes.

RESCHEDULED FINAL EXAMINATION

Students who cannot write final examinations for reasons beyond their control may request alternative scheduling from the Director of Undergraduate Programs.