

## **Exam absence and postponement policy**

The student who cannot be present for their mid-semester exam or their final exam must submit a postponement request to the French as a second language academic advisor as soon as they are aware of their inability to be present at their exam.

If the student is unable to give an acceptable reason as to why they missed the exam, it will automatically lead to a grade of "0" on their exam.

An official proof is mandatory.

Students will not be authorized to take back the classes they missed.

## **Exam absence and postponement policy**

### **Acceptable reasons**

#### **Planned absence**

- Internship planned in the student's academic path that holds them from attending the exam because of the geographic distance or the schedule.
- Attendance at the student's own graduation.
- Participation to a contest or a competition, of sportive nature or other; of provincial, national, or international level
- Participation to a symposium or a convention related to the student's academic path.
- An interview for a job.
- In case of an online course, the obligation to attend work.

#### **Unplanned absence**

##### **Sickness**

- The student must provide proofs that they are too sick to attend.
- The student must provide a medical note signed by a healthcare practitioner (they must not be related to the patient.) This medical note must explicitly explain that the student was not able to take their exam and, if possible, indicate for how long the student will be incapacitated.
- A control with the healthcare practitioner may be done by us.

##### **Death**

- The student is allowed to ask for the postponement of their exam because of the death or the funerals of a loved one: romantic partner, children, father, mother, stepfather, stepmother, father-in-law, mother-in-law, grandparents, siblings. They must provide the obituary as a proof.

#### **Other reasons deemed serious enough or equivalent**

All other reasons deemed serious enough or equivalent and that can be accompanied by supporting documents.

### **Scheduling conflict with another exam**

The student who notices that their exam is in a scheduling conflict with another one must ask their own program director to move the exam that is part of the course offered by their faculty.

### **Unacceptable reasons**

- The student mixed up the date, the hour, or the classroom.
- The student has a trip planned or has already bought tickets for a trip.
- The student has more than one exam on the same day.