

Quiz and Exam Deferral Policy 2008-2009

The expectation is that students will prepare for and take all quizzes and exams as scheduled. It is very much in students' best interest to take tests on time. However, the faculty and administration realize that circumstances do occasionally arise that may interfere with an individual student being able to take a test within the scheduled time frame. On those occasions, the following guidelines are applicable.

Except in the case of emergencies, deferrals are not guaranteed. However, if a student requests a deferral ahead of time, and the student has a compelling reason, the Office of Student Programs class counselors will do their best to accommodate the request.

Quiz Deferrals

Students may request a quiz deferral for any of the **acceptable** reasons outlined below. Students must explain the reason for their request to the appropriate Class Counselor and follow the guidelines outlined in this policy.

Acceptable reasons for quiz deferral:

- 1) Emergent situations that cannot be planned for such as:
 - a) Illness
 - b) Death of a family member or close friend
 - c) Family emergencies (e.g. serious unexpected illness of a parent)
 - d) Birth of a student's child
 - e) Personal emergencies or traumas (e.g. automobile accident)

- 2) Situations which students must make arrangements ahead of time such as:
 - a) Conference attendance
 - b) MSTP activities
 - c) Religious holidays or other religious obligations
 - d) Major personal or family events (e.g. weddings of close family members)

Procedures for deferral:

1) Emergency deferral

If there is an emergency as described above, the student must notify the Class Counselor as soon as possible, but **no later than 12:00 noon the day after the quiz closes**. The expectation is that if the reason falls into one of the emergency categories listed above, the appropriate Counselor will automatically approve the deferral. *(Except for extraordinary circumstances, if the Office of Student Programs is not notified by 12:00 noon on the day after the quiz closes, the student will not be allowed to take the quiz and will not receive credit.)*

2) Planned Deferral

In all other situations, deferral request forms must be signed by one of the Counselors **prior** to the quiz. The expectation is that deferrals for these planned events will be arranged well in advance. **Requests must be made at least three days in advance of the opening of the quiz.** The student should come to OSP and fill out a deferral form, or fill out an electronic request form obtained from the Class Counselor through email. This form must then be submitted to, and approved by, one of the Counselors. It is the student's responsibility to initiate this process in a timely fashion. If the form is not approved in advance, deferral of the quiz will not be allowed.

Exam Deferrals

The appropriate Class Counselor, on a case-by-case basis, following the same general guidelines that apply to quiz deferrals, will decide exam deferrals. The procedure for submitting an emergency request is the same as it is for quiz deferrals. In the event of illness, the Counselor may require a student to obtain medical attention and bring in verification.

A request for a non-emergent reason must be made at least one week in advance. Even more so than quizzes, planned exam deferrals are not guaranteed. Students should be sure to contact a Counselor as early as possible so that arrangements can be considered. A student must be in good standing in all current classes to be granted a planned exam deferral.

Additional Quiz/Exam Deferral Information

Students who are allowed to defer a quiz or exam are expected to take the test at the established makeup time. The Class Counselor will advise students of availability of the make-up.

While there is no absolute limit on the number of deferrals any student will be allowed, the faculty expect that in general no student should need more than two deferrals in the course of a school year, certainly no more than two planned deferrals. The Counselors monitor all deferral requests and meet with students who request three or more to discuss the pattern. The Associate Dean of Student Programs is also kept informed of additional deferrals.

Being unprepared or oversleeping are not considered acceptable reasons to defer a quiz or an exam, though extenuating circumstances are always considered on an individual basis. Students should never miss a quiz or exam without notifying their class counselor.

If a student strongly disagrees with their class counselor's decision about a deferral he or she may discuss the situation with the Associate Dean for Student Programs.

Requesting a Quiz/Exam Deferral

For emergencies, call your Class Counselor at 936-1513 (leave a message if necessary), or send an email Eric Middleton, Ph.D (emiddle@umich.edu) or Amy W. Tschirhart, MA, LPC.

(awtsch@umich.edu) If the emergency meets stated criteria, your deferral will be automatically approved. Your Counselor will contact you with make-up instructions. For non-emergencies, contact your Counselor well in advance to discuss your circumstances.

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