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## PSYC Departmental Policies

Students who cannot write an exam during the December or April exam period due to a serious, extenuating circumstance (illness, death in the family) must follow the steps below to be eligible, and be available to write a deferred exam during the PSYC department's *Make up Exam period* January 9th, 10th, April 27th, or September 11th, 12th, 2015.

1. Obtain permission from their instructor to write a deferred exam. This requires notifying your instructor in advance or, under extraordinary circumstances, within 72 hours after, the exam, with appropriate documentation<sup>i</sup>. Please use the *Request for an Exam Deferral* form found on our website or from the UG office and attach your documentation.
2. Complete and return the instructor-signed *Permission for an Incomplete Grade* form available on the Arts and Science website and return it to the UG office.
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