

INSTRUCTIONS FOR STUDENTS – DEFERRED FINAL EXAMINATIONS

What is the Application Deadline?

- Student must notify their instructor prior to the start of the final exam.
- After notifying the instructor, the student is expected to submit the Deferred Final Exam application along with supporting documentation within 2 days of the missed final examination.
- Missing the deadline may affect your eligibility for a deferred final examination.

Please note that Student Services is responsible for deferral of Final Exams not midterm exams.

How do I know if I'm eligible for a deferral?

There are four reasons that deferred exams are granted. They are illness, domestic affliction, religious conviction and having three final exams within a 24-hour period. (All deferral requests based on illness, domestic affliction and religious conviction must be accompanied by supporting documentation).

How do I know when my deferral has been approved?

Applying for the deferral does not guarantee that it will be approved. If you meet the criteria, you will receive a confirmation email from Student Services approving your request. Please be aware that your application for deferral may be denied if you have had multiple deferral requests. In some cases, you may be requested to meet with the Associate Dean or an advisor prior to approval.

Where can I find out the time and location of my deferral?

The deferred exam dates are scheduled in advance. Student Services will notify you by email of the time and place.

Does my application for deferral require supporting, written documentation?

Yes. Applications will not be accepted without supporting written evidence of the need for a deferral. In cases of illness, please provide a document from a Physician within the community on or near the same day as the scheduled exam. Domestic affliction cases require a copy of a death certificate, an accident report, etc. Cases of religious conviction can be accompanied by a letter from your religious organization. Students who are applying because they have 3 exams within a 24-hour period are not required to submit supporting documentation.

Where can I get more information?

Student Services Department. Should you have any further queries please email the Students Counsellor or Academic Advisor.

APPLICATION FOR DEFERRED FINAL EXAMINATION

This form is for requesting a deferral for final examinations only. It is not to be used for instructor-scheduled tests, term papers or assignments. Please answer all questions fully and completely.

Approval for a midterm examination deferral must be arranged with the course instructor.

Approval for a deferred final is always at the discretion of Student Services and will not be granted unless a substantial portion of the required course work has been completed. Deferred exam periods and application deadlines are predetermined.

Applications received after the deadline date will not be accepted.

A student requesting a deferred final examination for health problems must submit the application and a Physician Statement form signed by a Physician. Applications for other reasons must also be accompanied by appropriate documentation.

Applying for the deferral does not guarantee that it will be approved. If you meet the criteria, you will receive a confirmation email from Student Services approving your request.

SURNAME:

GIVEN NAME:

I.D. NUMBER:

PHONE NUMBER:

EMAIL:

TERM: complete one **FALL 20** _____ **WINTER 20** _____ **SPRING 20** _____ **SUMMER 20** _____

COURSE NAME ABBREV: *I.E. CPSC* **COURSE NUMBER:** *I.E., 205* **SECTION NUMBER:** *I.E.L01*

REASON FOR ABSENCE FROM FINAL EXAMINATION:

HAVE YOU WRITTEN ANY OF THE FINAL EXAMINATIONS WHICH YOU ARE NOW APPLYING TO DEFER? IF YES, STATE COURSE(S) _____ NO _____

HAVE YOU DEFERRED A FINAL EXAM BEFORE? IF YES, HOW MANY? _____ NO _____

STUDENT SIGNATURE:

DATE:

APPROVER'S COMMENTS:

APPROVER'S SIGNATURE:

DATE: