

Application For Deferred Final Examination



Deferred final examinations may be granted to students who are unable to write final examinations because of illness, severe family difficulty, religious observance, or circumstances beyond their control. Deferred final examinations may differ from the original exams and may not necessarily follow the same format.

Students are responsible for obtaining the *Application for Deferred Final Examination* form, for completing the form in consultation with their instructor, and for submitting the completed form together with supporting documentation to the Registrar's Office in Student & Enrolment Services:

- A. In the case of intended absences, submit the completed form to the Registrar's Office one month prior to the originally scheduled final exam;
- B. In the case of unforeseen absences, submit the completed form to the Registrar's Office within 48 hours of the missed final examination.

Complete all sections of this form in pen. INCOMPLETE FORMS WILL NOT BE ACCEPTED.

TO BE COMPLETED BY THE STUDENT		
Last Name	First Name	Student ID Number
Address	City/Town/Province	Postal Code
Telephone	Email	
Instructor Name	Course Name & Number	Academic Year
Student's Reason to request Deferral:		
I understand that if I fail to appear for the deferred final examination as stated below, I shall not be given any further consideration and shall be assigned a grade of "F" (zero) for the final examination in this course.		Date
Signature of Student		

TO BE COMPLETED BY THE INSTRUCTOR		
<i>The Change of Grade Form is available on Online Services for Faculty</i>		
Deferred Final Exam Date	Deferred Final Exam Time	Deferred Final Exam Location
CURRENT SEMESTER (Check only one)	THE INSTRUCTOR MUST SUBMIT A COMPLETED CHANGE OF GRADE FORM to the Registrar's Office before 4:00 p.m.* on:	
<input type="checkbox"/> Fall Semester:	January 15 th immediately following the fall semester.	
<input type="checkbox"/> Winter Semester:	May 15 th immediately following the winter semester.	
<input type="checkbox"/> Spring Term 1:	<input type="checkbox"/> Summer Term 1:	the 5 th day after the final class day for that term
<input type="checkbox"/> Spring Term 2:	<input type="checkbox"/> Summer Term 2:	

* If this date falls on a weekend, the grade must be submitted on the next business day.

Instructor's Reason for granting Deferral:
Signature of Instructor
Date

TO BE COMPLETED BY THE REGISTRAR'S OFFICE		
Completed form received by the Registrar's Office	Initials	Date