

REQUEST FOR DEFERRAL OF FINAL EXAMINATION

DEPARTMENTAL FORM

It is the student's responsibility to provide official documentation supporting the request from relevant professional persons or agencies (e.g. a doctor's note). It is also the student's responsibility to submit the completed form with supporting documentation to the Department offering the final exam. See the Mount Royal Academic Calendar (mtroyal.ca/AcademicSupport/AcademicCalendar/) for policy, procedures and deadlines regarding deferred examinations.

STUDENT INFORMATION			
Last/Family Name:	First Name:		Middle Name:
MRU Student ID:	Date of Birth: Day	Month	Year
MRU Email:	Phone (cell):		Phone (home):
Current Program:			
SEMESTER			
Fall (Sept. – Dec.) Winter (Jan. – April)	Spring (May – June) Summer (July – Aug.)	Year:	
REASON FOR DEFERRAL REQUEST			
Personal illness Personal injury	Two or more Mount Royal final examinations so	cheduled at the same time	in one day
☐ Bereavement ☐ Religious convictions * ☐ More than two Mount Royal final examinations scheduled on any calendar day			
Unavoidable and unanticipated demands in caring	for dependents		
Other:			
* If intended absence is due to religious conviction, the instructor and chair must be informed of the conflict two weeks prior to the date of the final examination.			
Are supporting documents attached? Yes No			
COURCE INFORMATION			
COURSE INFORMATION			
	JBJECT COURSE NUMBER g. HIST) (e.g. 2201)	SECTION NUMBER (e.g. 004)	INSTRUCTOR'S INITIALS
· · · · · · · · · · · · · · · · · · ·	e used for academic administration, the administration of nts Association of Mount Royal. Further information is ava	Mount Royal support services, lable in the Mount Royal cale	Post-Secondary Learning Act and the Freedom of Information and Protection scholarship and financial aid awards, marketing and recruitment activities ndar and at mtroyal.ca.
STUDENT SIGNATURE:			DATE:
FACULTY INFORMATION			
The instructor(s) responsible for the final examination			en. The deferred exam must be completed before the end of ement must be stored by the department in accordance with the
l			
I have considered this student's request and under the	terms of Policy 507.		
Thave considered this student's request and under the Deferral Request: Approved Denied	terms of Policy 507.		
			Date:
Deferral Request: Approved Denied			Date:
Deferral Request:	Signature:		_