



# REQUEST FOR DEFERRAL OF FINAL EXAM (Chair Approval Required)

*Fill in all information and HAVE YOUR INSTRUCTOR SIGN THIS FORM.  
READ the back page, sign and return to EB2005.*

**PLEASE PRINT CLEARLY**

Today's Date: \_\_\_\_\_ Fall  Winter  Spring  20\_\_\_\_

Student's Name: \_\_\_\_\_ Student's ID \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_ (please print clearly)

**Instructor's name:** \_\_\_\_\_

Course Name: \_\_\_\_\_ Course Number: \_\_\_\_\_ Section Number: \_\_\_\_\_

Date of the Exam: \_\_\_\_\_ Time of the Exam: \_\_\_\_\_

**Reason for Request of Deferral:**

**More than two (2)** final examinations being scheduled on the same day  
**Copy of your course schedule and copy of the exam scheduled exams is required**

Course Name and number (ie: ACCT 2121) 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**Two or more** final examinations scheduled at the same time in one day  
**Copy of your course schedule and copy of the exam scheduled exams is required**

Course Name and number (ie: ACCT 2121) 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

- Bereavement \* (Death Certificate, obituary or death announcement)
- Religious Observances \*(Supporting documentation from the Religious Leader)
- Personal Illness \* (Medical Certificate with the date of absence)
- Other \*

**\*APPROPRIATE DOCUMENTATION AND EXPLANATION IS REQUIRED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Instructor for Approval**      **Date**

\_\_\_\_\_  
**Signature of Chairperson for Approval**      **Date**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

**Office use only:**

Date Deferred will be held: \_\_\_\_\_ Time: \_\_\_\_\_ Room: \_\_\_\_\_

Date student was notified: \_\_\_\_\_ Initials: \_\_\_\_\_

# Deferred Examination Policy

The authority to grant or deny a deferred final examination rests with the Chair of the department in which the course is offered. Under no circumstances is the deferred examination to be granted after a student has written the original examination. A student who is unable, for a valid reason, to write a final examination at the scheduled time may apply for a deferred examination. Valid reasons for requesting deferral of a final examination include but are not restricted to: personal illness, bereavement, personal injury, unavoidable and unanticipated demands in caring for dependents. The department Chair may also consider other compelling reasons that are outside of the student's control. The application **MUST** be supported by appropriate documentation.

If the intended absence is due to religious conviction, the Registrar and instructor must be informed in writing of the conflict at least two weeks prior to the date of the examination. If a student becomes ill or is notified of an incident that creates severe emotional distress during an examination, he or she should report at once to the invigilating instructor, hand in the unfinished examination paper and request that it be cancelled. If illness is the cause, he or she **MUST** report directly to Health Services so that any subsequent application for a deferred examination may be supported by a medical certificate. Should Health Services be closed, a medical certificate **MUST** be obtained from an off-campus physician. The instructor and department Chair should be informed of the circumstances in writing; the medical certificate must be delivered to the Office of the Registrar within 48-hours after the scheduled examination.

Students who have **more than** two exams scheduled on any calendar day may request and shall be granted a deferral of the third and subsequent examination(s) on that day by the appropriate instructor responsible for the examination. The same condition applies if two or more exams are scheduled at the same time.

I have read and understand this \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

All supporting documentation is attached \_\_\_\_\_