

College-Level Process for a Deferred Final Examination

A student who is absent from a final examination through no fault of his or her own, for medical, compassionate, or other valid reasons, may apply to the College of Engineering for a deferred final examination. It is the student's responsibility to ensure the outlined processes are followed and that all documentation is received by the College of Engineering within three (3) business days of the missed final examination.

College-level applications for deferred final examinations will be reviewed by the Associate Dean, Academic. Decisions will be made on the basis of the student's letter, prior history of deferred final examination applications, accompanying documentation, and feedback from the instructor.

Student Name: _____ **Student Number:** _____

LIST THE CLASS(ES) INVOLVED IN THIS APPLICATION:

SUBJECT	COURSE NUMBER	SECTION NUMBER	TERM

Indicate the reason(s) for this application:

<input type="checkbox"/>	Medical reasons. A College-Level Medical Certificate or other supporting documentation from your health care provider confirming a condition of an acute or chronic medical, psychological, counselling, or like nature is required. Unsubstantiated claims of illness will not be accepted.
<input type="checkbox"/>	Compassionate grounds (e.g., illness or death of a family member or similar extenuating circumstances). Supporting documentation (e.g., funeral card, obituary, letter from a health care provider, etc.) is required.
<input type="checkbox"/>	Other. Please provide a detailed written explanation in your letter.

This form **MUST** be accompanied by:

<input type="checkbox"/>	A letter under your signature outlining the reasons for your application for a deferred final examination
<input type="checkbox"/>	A College-Level Application for a Deferred Final Examination Form
<input type="checkbox"/>	If applying under medical reasons, a College-Level Medical Certificate
<input type="checkbox"/>	If applying under compassionate grounds, supporting documentation
<input type="checkbox"/>	Consultation with Instructor Form

**Submit all required documents directly to the
Engineering Student Centre at 2A05, College of Engineering.
Incomplete applications will be rejected.**