

College-Level Instructor Consultation for a Deferred Final Examination

Students apply to their home college for deferred final examinations, and all applications are reviewed by the College of Engineering Associate Dean, Academic.

This is to provide notice that the College of Engineering student listed below is applying for a deferred final examination in your class. If provided, the instructor's feedback will be taken into consideration in this student's application.

A College-Level Instructor Feedback for a Deferred Final Examination form is also available, and should be provided by the student. Should the student not provide the instructor with this form, it may be available by contacting engineering.studentcentre@usask.ca

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

A DEFERRED FINAL EXAMINATION IS REQUESTED FOR:

SUBJECT	COURSE NUMBER	SECTION	TERM

Instructors are encouraged, but not required, to provide feedback on the student's:

<input type="checkbox"/>	Attendance
<input type="checkbox"/>	Timeliness in completing assignments
<input type="checkbox"/>	Requests for extensions not related to accommodations under Disability Services for Students
<input type="checkbox"/>	Requests for changes in marks, distribution or marks, or final grade
<input type="checkbox"/>	Other feedback as appropriate

Feedback from the instructor may be submitted in confidence to the College of Engineering Associate Dean, Academic: enr.academicdean@usask.ca

INSTRUCTOR DECLARATION

By signing below, I confirm that the student indicated above has met with me regarding the intention to apply for a deferred final examination in my class. I have been informed of the mechanism to provide feedback regarding this application, but that it is not required for me to do so. Any information I provide to the College of Engineering regarding this student's application for a deferred final examination will be held in the strictest confidence, and will be used in ascertaining the student's eligibility to write a deferred final examination in my class.

Signature of Instructor

Date:

**STUDENTS: Submit the completed form directly to the
Engineering Student Centre at 2A05, College of Engineering**