



### COLLEGE-LEVEL PROCESS FOR A DEFERRED 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 (Engineering Student Centre) within three (3) business days of the missed final examination.*

**Incomplete applications will be rejected.**

*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	
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#### Class Information

Subject	Course number	Section	Term

#### Reason(s) for this application

	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.
	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.
	Other. Please provide a detailed written explanation in your letter.

#### This form **MUST** be accompanied by:

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