Request for a Final Deferred Examination

Information for Students: Please Read Carefully

All information requested on this form must be provided to Undergraduate Student Services (1-107 Education North) in order for an application to be considered.

University regulations state that a deferred exam will NOT be approved if a student:
- has not been in regular attendance where attendance and/or participation is required, and/or
- excluding the final exam, has completed less than half the assigned work

It is a student’s responsibility to notify their instructor as soon as possible that they were unable to write a final exam and that they will be applying, or have applied, for a deferred exam. The deferred exam date will be established as follows:
- Refer to your course outline for the scheduled deferred exam date.
- If a date is not provided contact your instructor to determine the date of writing.
- If no date has been specified by the deadline given in the University Calendar, the instructor will set a date and inform the department office. It is your responsibility to contact the department office for details of the exam date.

The University recognizes that occasionally life events occur that require a student to miss final examinations. However, excused absences are not granted automatically and will be considered on a case-by-case basis. Students must provide adequate documentation to support their request.

See http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.3.html for detailed information regarding Absence from Final Exams.

I am applying for the following deferred examinations (use back of sheet if more than 3 courses):

Course: _____________________________________________ Date of Final Exam: ________________________________

Instructor’s Name & Email Address: _______________________________________________________________________

Course: _____________________________________________ Date of Final Exam: ________________________________

Instructor’s Name & Email Address: _______________________________________________________________________

Course: _____________________________________________ Date of Final Exam: ________________________________

Instructor’s Name & Email Address: _______________________________________________________________________

I understand that Undergraduate Student Services will contact my instructor(s) to verify that I have been in regular attendance (if applicable), and/or excluding the final exam that I have completed more than half the assigned work.

Student’s Name ___________________________________________ ID # ____________________________________________

Reason for Absence ____________________________________________________________________________________

Student’s Signature ___________________________________________ Date ________________________________

Student’s University of Alberta Email Address _______________________________________________________________

Protection of Privacy – The personal information requested on this form is collected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of determining eligibility for an exam deferral. Direct any questions about this collection to: FOIPP Liaison Officer, Undergraduate Student Services, 1-107 Education North, University of Alberta, T6G 2G5, (780) 492-3659.