

Request for a Final Deferred Examination

All information requested on this form and backup documentation must be provided to Undergraduate Student Services (1-107 Education North or educ.info@ualberta.ca) in order for the application to be considered. Please review the University of Alberta Calendar (<https://calendar.ualberta.ca/>) regulations regarding [Examinations \(Exams\)](#), [Attendance](#), and [Absence from Final Exams](#). The University recognizes that life events occasionally occur that cause a student to miss a final exam. However, excused absences are not granted automatically. Requests for deferred final exams are considered case-by-case and students are required to submit adequate documentation to support their request.

University regulations state 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.

COURSE

DATE OF FINAL EXAM

--	--

INSTRUCTORS NAME

INSTRUCTORS EMAIL ADDRESS

--	--

Did you write all midterm exam(s) in this course?

Yes No

Did you complete all term work in this course?

Yes No*

*If no, what term work was not completed? _____

Reason for missed final exam:

Do you have documentation to support this reason? Yes No

I understand that Undergraduate Student Services may contact my instructor 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. I am also aware that this statement will remain on record and that repeated such requests may invite investigation as to their authenticity. I make this statement conscientiously, believing it to be true and knowing that it is of the same force and effect as if under oath and that misrepresentation of facts may be found to be a violation of the [Code of Student Behaviour](#) and be sanctioned accordingly.

LAST NAME

FIRST NAME

UALBERTA EMAIL

--	--	--

Student's Signature _____ ID# _____ Date _____

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.