

Deferred Examination Request – Faculty of Human Ecology

Please read before filling out this form:

- ✓ Detailed information about deferred exams is given in the University of Manitoba Undergraduate Calendar
- ✓ The deferred exam could possibly be written in the next examination series and you are responsible for any changes in course content
- ✓ The department offering the course decides the date and time you will write the deferred exam and you are required to maintain contact with the department to determine when and where you will write the deferred exam **CONTACT** the Instructor or Department Head **immediately** to find out the date/time of the examination.
- ✓ Compassionate reasons do not include conflicts with holidays or travel plans
- ✓ You have one week after the illness (or other factors) to contact the Human Ecology Student Advisor to request the deferral.

A. This section to be completed by the student (PLEASE PRINT CLEARLY)

Name _____ Student Number _____

Address _____ Postal Code _____

Phone Number (s) Home _____ Work/Cell _____

Email Address _____

Regular Session 20 ____ 20 ____ Summer Session 20 ____

CRN	Department	Course Number	Lecture Section	Original Exam Date	Name of Instructor

Based on: **Medical** *(must provide a medical certificate indicating period of illness or disability)*

Other *(must provide appropriate documentation certifying the reason)*

- ◆ Did you write the final examination(s) as scheduled? Yes No
- ◆ Have you deferred the examination previously? Yes No
- ◆ Have you completed all required term work? Yes No

If No, have you made written arrangements with the instructor to complete the term work at a later date? Yes No Initial _____

What is the earliest date you can write this examination? *(refer to documentation):* _____

Signature of Student _____ Date _____

B. THIS SECTION TO BE COMPLETED BY THE STUDENT ADVISOR
<p>Advisor's Signature _____ Date _____</p> <p><small>This personal information is being collected under the authority of the <i>University of Manitoba Act</i>. It will be included as part of your student record in the Faculty of Human Ecology. Additional relevant information may be sought from other units of the University. If you have any questions about the collection of information, please contact the FIPPA/PHIA Coordinator's Office (474-8339), University of Manitoba Archives & Special Collections, 331 Elizabeth Dafoe Library, Winnipeg, MB R3T 2N2. (March, 2007. S: Genoff/Forms)</small></p>