

Request for Deferred Examination

Note: If this deferral request is due to a medical situation please indicate in the "Reason for Deferral" section. Medical situation deferral requests for courses taken in Fall 2021 are not expected to be supplemented by medical documentation.

This request **must** be received within 48 hours of the exam date/time.

STUDENT INFORMATION

Last Name: _____ First (Given) Name: _____

Student Number: _____ Department: _____

UM Email: _____ Phone #: _____

Address: _____

City: _____ Postal Code: _____

EXAM(S) YOU ARE REQUESTING BE DEFERRED

Course taken in: Fall 20__ Winter 20__ Summer 20__

Course Code	Lecture Section	CRN	Instructor	Original Exam Date

REASON FOR DEFERRAL

Medical Compassionate Other: _____

Did you attempt to write this exam(s)? Yes No

Are you writing examinations through Student Accessibility Services? Yes No

Do you plan to graduate this term? Yes No

Did you complete all assessment items for this course? Yes No

If no, please list what and why:

Have you previously deferred final examination(s)? Yes No

If yes, list all courses plus terms taken:

Term: _____ Course code(s): _____ Term: _____ Course code(s): _____

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Are you able to write deferred exams (Engineering exams only) during the week listed on the [Deferred Exams Webpage](#)?

Yes No If no, please explain: _____

THIS SECTION TO BE COMPLETED BY STUDENT AFFAIRS OFFICE

Deferred Examination has been: Approved Denied

Date notified (via email): _____ Signature: _____

Deferred Examinations Student Information and Agreement

WE WILL ENDEAVOR TO COMMUNICATE A DECISION TO YOU WITHIN 48 HOURS. THIS MAY BE DELAYED TO ALLOW FOR CONSULTATION WITH YOUR COURSE INSTRUCTOR AND/OR A MEETING WITH THE ASSOCIATE DEAN (UNDERGRADUATE PROGRAMS) MAY BE REQUIRED TO AID IN OUR DECISION.

Deferral applications will only be accepted via email and must be sent to Kendra Heinrichs, kendra.heinrichs@umanitoba.ca within 48 hours following the scheduled exam day.

Students must apply for a deferred exam within 48 Hours of the missed exam. If more than one exam is missed, the deferral application must be submitted within 48 hours of the last exam missed. A deferred exam is not granted until complete documentation is submitted and approval notification is given. Deferrals are not usually granted in advance of exam.

If any term work is outstanding this may delay the 48-hour reply as consultation with instructor will be required to aid in our decision. Please check your university email for the decision on your deferred exam application request. If you not receive a decision within 48 hours, please follow up with our office.

Deferred exams may be granted to students who are unable to write a final exam at the scheduled date and time for medical or compassionate reasons, if the application for the deferred exam is accompanied by supporting documentation that confirms the student's incapacity to write on the scheduled exam date(s).

Documentation for the application must satisfy the following criteria:

- Be an original; copies of the document will not be accepted. If the original is needed for other purposes, a copy will be made and retained in the Price Faculty of Engineering.
- Specifies that the exam was missed for the reasons noted.
- Dates on the documents must cover the date(s) of the missed exams.
- Official Documentation, for example: medical certificates, police reports, counselling/treatment letter, obituary, death certificate, legal documents, etc.

All documentation is subject to confirmation. Falsification or fabrication of documentation will result in academic suspension for disciplinary reason. Other penalties may also apply. Students who miss one exam and write another exam on the same day must obtain detailed documentation that explains/confirms inability to write one and not the other.

Re-Deferrals (deferring a scheduled deferred exam) will only be considered in extremely exceptional circumstances on a case-by-case basis by the Associate Dean (Undergraduate Programs). If approved, the re-deferral will be scheduled for the next regular sitting of the final exam for the course in question (could be up to a year from the date of the original scheduled exam). Please note that a request for re-deferral may result in the student being denied registration in the current or a future term until all outstanding examination obligations have been completed. Requests to write a deferred exam after the originally scheduled deferred exam has already been written will be denied.

Students who have received a failing grade as the result of being denied or missing a deferred exam, feel that the circumstances surrounding the situation warrant special consideration, may submit a letter of appeal to the Price Faculty of Engineering Standing and Appeals Committee.

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of processing your request for a deferred examination. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

By signing below, you agree that you have read and understand all eligibility, documentation, process requirements as found on the [DEFERRED EXAMS WEBPAGE](#); acknowledge that you will receive the Faculty's decision within 48 hours by email; and agree to follow the procedure(s) as outlined. *Any false or misleading information in order to avoid or delay completion of coursework and/or final exams will result in a formal Academic Integrity investigation and review.*

Name: _____

Student Number: _____

Signature: _____

Date: _____