

Request for Deferred Examination

Must be received within 48 hours of missed final exam date & time

A) STUDENT INFORMATION

Last Name: _____ First (Given) Name: _____
 Student Number: _____ Department: _____
 UM Email: _____ Phone #: _____

B) EXAM(S) REQUESTED FOR DEFERRAL

Term: Fall 20____ Winter 20____ Summer 20____

Course #	Lecture Section	CRN	Instructor	Original Exam Date & Time

Indicate your current academic standing in the above courses by providing a list of all assessment items, their weighting, and your marks in each item.

C) REASON FOR DEFERRAL

Medical Compassionate Other: _____ [\(Click for description of valid reasons\)](#)

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

Do you write examinations through Student Accessibility Services? Yes No

Do you plan to graduate this term? Yes No

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): _____

Term: _____ Course code(s): _____

Term: _____ Course code(s): _____

D) THIS SECTION (section D) TO BE COMPLETED BY STUDENT SERVICES OFFICE

Deferred Examination has been: Approved Denied

Date notified (via email): _____ Signature: _____

E) Written Statement

Write a brief summary of your deferred exam request. This statement should include all relevant dates and course numbers, as well as a detailed description of the situation that is impacting your final exam(s). **This section is mandatory.**

List all of your additional exams for the term here:

Course #	Lecture Section	CRN	Instructor	Exam Date & Time

F) Supporting Documentation - I have attached the following documentation to support my application:

G)Deferred Examination Student Information

WE AIM TO REPLY TO REQUESTS WITHIN TWO BUSINESS DAYS. ADDITIONAL TIME MAY BE REQUIRED FOR CONSULTATION WITH YOUR COURSE INSTRUCTOR AND DEPARTMENT. A MEETING WITH THE ASSOCIATE DEAN (UNDERGRADUATE) MAY ALSO BE REQUIRED.

- Applications, including all supporting documentation, must be sent electronically within 48 hours of the missed final examination to: EngDeferred@umanitoba.ca
- **Requests will not be considered until all documentation is submitted.** Examples of official documentation include: obituary, death certificate, funeral program for compassionate reasons; letter of support on official letterhead for: religious reasons, competitions, military requirement, accommodations or any document that demonstrates your inability to write the exam(s), such as a legal document, etc.
- **All documentation is subject to confirmation.** Falsification or fabrication of documentation will result in academic suspension and other penalties.
- Currently, medical documentation is not required for most deferred exam requests related to illness/injury. Some exceptional cases will require medical documentation. Students must however submit a [Self-Declaration for Brief and Temporary Student Absences](#) form.
- Submission of a completed deferred exam application does not guarantee approval of a deferred exam. A student must meet UM policy requirements for a valid deferral reason and have demonstrated satisfactory participation in the course as per the faculty's attendance policy.
- Deferred exam requests are not usually granted in advance of a final exam, unless the deferred exam request is related to a valid pre-existing conflict such as: exam scheduling conflicts, accommodations, participation in approved inter-university, provincial, inter-provincial, national or international athletic/scholastic events, or religious or medical obligations.
- Students who miss one exam and write another exam on the same day must submit detailed documentation to explain/confirm inability to write one exam and not the other.
- Re-Deferrals (deferring a scheduled deferred exam) are only considered in extremely exceptional circumstances on a case-by-case basis by the Associate Dean (Undergraduate). If approved, a re-deferred exam will be scheduled for the next regular sitting of the final exam for the course in question (could be up to one year from the date of the originally scheduled exam).
- Students who are denied a deferred examination may submit a letter of appeal to the Price Faculty of Engineering Standing and Appeals Committee. Click the link to view the [Engineering appeals process](#).

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.

Your signature confirms that you have read and understand eligibility, documentation, and process requirements as outlined on the [Price Faculty of Engineering's deferred exams webpage](#); acknowledges that you will receive the Faculty's decision within two business days by email; and agree to follow the process as outlined. *Any false or misleading information submitted with the intention of avoiding or delaying completion of coursework and/or final exams will result in a formal Academic Integrity investigation and review.*

Name: _____

Student Number: _____

Signature: _____

Date: _____