

Deferred final examinations

Deferred final exams may be granted to students who are unable to write the exam at the scheduled date and time for valid & documented medical or compassionate reasons. Deferring a final examination is a privilege and may not always be granted. Deferred final exams are not granted to students for travel reasons, or to students who have already completed the final exam.

Please carefully read the UM's Deferred Exam Policy and following guidelines:

- Students should apply for a deferred final exam with their home faculty within 48 hours after the missed final exam.
- Supportive documentation options:
 - Medical certificates, police reports, counselling or treatment letter, obituary, death certificate, legal documents. Documents must:
 - Be obtained on date of the missed exam.
 - Specify that the exam was missed for medical or compassionate reasons.
 - Cover the date(s) of the missed exam.
 - Be a quality digital copy, that is legible.
 - Be objective, credible and verifiable. All documentation is subject to verification. Falsification or fabrication of documentation is considered a form of academic misconduct, resulting in penalties.
 - The Self-Declaration Form for Brief or Temporary Absences may be used in lieu of official documentation for absences of 120 hours or less. Students should review the valid and non-valid reasons for the use of the self-declaration form. You must submit a self-declaration form for each course you are applying for a deferral in. The self-declaration form **may not** be used by students who:
 - have had two or more terms where deferred examinations have been granted regardless of what documentation was used
 - have used a self-declaration form to defer exams in two or more terms previously
 - have extenuating circumstances lasting more than 120 hours (5 days)
 - are requesting re-deferrals*
- Deferred exams are normally scheduled within 30 days of the originally scheduled exam date. Students are expected to continue preparing for the exam and make themselves available for the scheduled deferral.
- Students with an academic assessment of On Probation may be restricted from taking courses until outstanding exams have been written.

*Students who are unable to write their deferred exam as scheduled for documented medical or compassionate reasons may apply for a re-deferral by submitting a new application form and comprehensive supportive documentation. Re-deferrals are typically scheduled for the next regular examination period in which the course is offered (which may be up to one year from the originally scheduled exam). This may have a significant impact on degree progression.

Faculty of Science Application for Deferred Final Examinations

First name

Last name

Student number

Phone number

Term (for example, Fall 2025)

Course and final exam information:

Subject code and course number	Section number	Date and time of final exam	Instructor

Reason for deferral request:

Medical

Compassionate

Other

Are you applying to re-defer a final exam? (note: The Self-Declaration Form for Brief or Temporary Absences cannot be used for re-deferral requests, comprehensive documentation is required for re-deferrals)

Yes No

Will you be booking to write these exams with Student Accessibility Services?

Yes No

Do you plan to graduate this term?

Yes No

Based on your supportive documentation, what is the earliest date you will be able to write a deferred exam?

NOTE: The earliest date you will be able to write a deferred exam is determined by your medical or compassionate documentation, not convenience. If your ability to write deferred exams is significantly delayed, you may not be permitted to write your exam until the next regular examination period in which the course is offered.

The status of your coursework is a required factor in determining whether you are eligible for a deferred final exam. Failure to complete this section may result in a delay in considering your request, and therefore writing a deferred exam. Professors may be consulted to verify the information you have provided and to confirm that it is mathematically possible for you to pass the course.

Course number	How much is your final exam worth towards your final grade (%)	Have you completed all tests/ assignments/labs for the course?	
		YES	NO
		YES	NO
		YES	NO
		YES	NO

If you answered NO, include an explanation in the required statement on the next page.

Reason for requesting a deferred final exam

This **required** statement should include a detailed description of the situation that has impacted your ability to write your final exam(s), including all relevant dates and course numbers. Please include information regarding any missed tests/assignments/mid-terms and if it is being accommodated (deadline extension, weight added to final).

I am submitting the following as my supportive documentation for this deferral request: (check all that apply)

Note from health care professional (physician, counsellor)

Self-Declaration Form for Brief or Temporary Absences (copy of confirmation email for each course)

Other (please specify):

- I understand that the Self-Declaration Form for Brief or Temporary Absences can only cover a 5-day period and can only be used once in a single exam period.
- I am aware of my responsibility for any change in course content and/or examination format between now and the date of the deferred exam.
- I understand it is my responsibility to be aware of and available for the deferred exams as determined by the department (all notifications sent via email).
- I understand that the Faculty of Science may verify the authenticity of my documentation.
- I understand that falsification of any information provided on this form constitutes academic misconduct and a breach of academic integrity as outlined in the University of Manitoba Student Discipline By-Law.
- I am aware that I could be removed from courses in an upcoming term that require this/these course(s) as a pre-requisite if the minimum grade (normally a grade of C) is not met after writing my deferred exam.
- I understand the policies and guidelines on **page 1** of this deferred exam application.

I acknowledge.

Signature

Date

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

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 determining eligibility to write a deferred final exam. This information may also be considered when for academic counselling. 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 and Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2