

University 1 Deferred Exam Application

The deferred exam application and supporting documentation must be emailed to fycentre@umanitoba.ca within 48 hours of the missed final exam. All sections must be completed.

1. Student Information

Last Name: _____ First Name: _____
Student #: _____ Phone #: _____
UM Email: _____ @myumanitoba.ca

2. Exam Requested for Deferral

Term: Fall 20 Winter 20 Summer 20

Course (e.g. BIOL 1020)	Section (e.g. A01)	CRN (#####)	Instructor	Date & Time of Original Exam

3. Current Grades

Indicate your current academic standing in the above course by providing your current grades in the course.

How much is the final exam worth? %

What were you marked on? List all quizzes, essays, tests, etc.	How much was it worth towards your final grade (%)	What grade did you receive?
Ex: Essay	15%	39/50

4. Reason for Deferral

Medical	Compassionate	Other:	(Click for description of valid reasons)	
Was this exam previously deferred?			Yes	No
Did you attempt to write this exam?			Yes	No
Do you write exams through Student Accessibility Services?			Yes	No

5. Supporting Documentation

I have attached the following documentation to support my application:

6. Previous Deferred Exams

If you use the [Self-Declaration Form for Brief and Temporary Absence](#), future requests will require medical or compassionate documentation.

Have you previously deferred final exams? Yes No

If yes, list course(s) and reason(s) for deferral(s).

Term	Course	Reason

7. Acknowledgment of Responsibilities

Please check to confirm that you have read the information below. If you do not understand your responsibilities around deferral of your exams, you must contact an Academic Advisor in the First Year Centre.

I am aware of my responsibility for any change in course content and/or examination format between now and the date of the deferred examination.

I am aware that I could be removed from courses in an upcoming term that require this/these course(s) as a prerequisite if the minimum grade is not met after writing my deferred exam.

It is my responsibility to ensure that a grade from a deferred exam will meet the deadline for any programs where I have an application in progress.

It is my responsibility to be available for the deferred examination as scheduled by the department.

If it is not mathematically possible for you to pass the course(s), a deferred exam may be denied.

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

Your personal information and personal health 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 your eligibility for deferred exam(s), coordinating your deferred exam with a department, SAS or off-campus invigilator (if applicable) and for communication. Your personal information and personal health information will not be used or disclosed for other purposes, unless permitted by The Personal Health Information Act (PHIA) or The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information or personal health information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.