EXTENDED EDUCATION

Request for Deferred Examination

Extended Education | University of Manitoba

Detailed information on deferred examinations is provided in the UM Final Examinations and Final Grades Policy. For information on Extended Education Academic Regulations regarding Deferred Examinations, see Extended Education – Academic Regulations.

- ☐ **Category A**: Unable to write exams due to unexpected absence/emergency. Request must be submitted within 48 hours.
- ☐ **Category B (Fee Applies)**: Known in advance they will be unable to write an exam due to a known prior conflict or pre-planned eligible reason. Request must be submitted at least 21 days before the exam.

THIS SECTION TO BE COMPLETED BY THE STUDENT

Student Last Name:

First (Given) Name: Student Number:

Course Name:

Subject Code: Course Number:

Section Number: CRN:

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

Instructor Name:

Reason for Request:

Supporting documentation attached ☐

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 for the purposes of determining eligibility for admission and financial aid and awards, assessment of academic status, statistical analysis and communication with the applicant. Your information may be disclosed to other educational institutions for the purpose of determining eligibility for admission into joint-programs, it may be disclosed to government departments and co-sponsoring organizations to determine eligibility for financial aid and awards, and, if applicable, it may be disclosed to sponsoring third parties and/or employers for the purposes of tracking progress through your program and determining eligibility for employment or financial aid. 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.**

THIS SECTION TO BE COMPLETED BY THE PROGRAM COORDINATOR

Deferred Category Request: ☐ A ☐ B

Original Exam Date: Time: Length:

Proposed Exam Date: Time: Length:

Comments:

Signature: Date:

THIS SECTION TO BE COMPLETED BY THE AREA DIRECTOR (OR DELEGATE)

Deferred Examination has been: ☐ Approved ☐ Denied

Comments:

Signature: Date: