

Deferred Examination Application

For Open Studies students only



**UNIVERSITY
OF ALBERTA**

Office of the Registrar | uab.ca/ask

Please complete both pages of this form, and attach any relevant supporting documentation upon submission.

The University of Alberta Calendar states:

"A deferred exam will NOT be approved if a student:

- a) has not been in regular attendance where attendance and/or participation is required, and/or
- b) excluding the final exam, has completed less than half the coursework."

See calendar.ualberta.ca > University Regulations and Information for Students > Academic Regulations > Attendance > Absence from Final Exams

Last Name	First Name and Middle Name(s)	Student ID
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I am applying for a deferred examination and I confirm that I meet requirements (a) and (b) in the following course:

Course Abbreviation	Course Number	Section Type	Section Number	Term (Fall, Winter, Spring, Summer)
Instructor Name		Date and Time of Exam		

I wrote the midterm examination(s) in this course (check one): Yes No

If **NO**, please specify percentage weight of exam(s) missed: _____

I missed the term work: Yes No

If **YES**, please specify assignments and percentage weight missed: _____

According to the course syllabus, is a portion of your final grade dependent on participation and/or attendance? N/A Yes No

Do you attend and/or participate regularly? Yes No

If **NO**, please explain: _____

Note:
It is a serious offense under the [Code of Student Behavior](#) to misrepresent facts in order to obtain a deferred exam.

Continued on next page.

Protection of Privacy — Personal information provided is collected in accordance with Section 4(c) of the *Alberta Protection of Privacy Act* (POPA) and will be protected in accordance with section 10 and used and disclosed in accordance with sections 12 and 13 of the Act. It will be used and disclosed for the purpose of processing student requests by the University of Alberta. The University of Alberta uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included in these automated systems. Should you require further information about collection, use and disclosure of personal information, please contact the Assistant Registrar, Enrolment Services at ropriv@ualberta.ca.

In as much detail as you're able to include, please explain the reason why you could not write your final exam at the schedule times(s):

Have you decided to attach any supporting documentation to this application? Yes No

I _____, understand that all communication regarding my deferred exam request will be sent to my University of Alberta email account as per the Electronic Communication Policy.

I make this statement conscientiously, believing it to be true and knowing that it is of the same force and effect as if under oath, and that misrepresentation of facts may be found to be a violation of the Code of Student Behaviour and be sanctioned accordingly.

I understand that my class attendance may be examined and if I have missed a substantial portion of the term work I may not be eligible for a deferred final exam.

Signature	Date (MM/DD/YYYY)
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