

Application for Deferred Final Examinations



GENERAL INFORMATION

- This application is for requesting a deferral for final examination only. It is not to be used for instructor-scheduled tests, term papers or assignments. If you have completed the scheduled final examination you are not eligible for a deferral.
- Please read the attached page for important information and approval process details.
- The Faculty of Law will be using the current contact information provided on your myTRU. Please ensure it is up to date.

TRU STUDENT NUMBER

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PERSONAL DATA (PRINT CLEARLY)

SURNAME (legal)	
FIRST NAME (legal)	FULL MIDDLE NAME(S) (legal)
HOME TELEPHONE NUMBER	OTHER TELEPHONE NUMBER
AREA CODE	AREA CODE LOCAL
EMAIL ADDRESS (print clearly)	

INFORMATION REQUEST

Have you deferred a final exam before? YES NO

Check the corresponding (✓) item(s) and required documentation:

- | | |
|--|---|
| <input type="checkbox"/> Illness / Medical | Physician/Counsellors Form |
| <input type="checkbox"/> Religious Conviction | Letter from your religious organization |
| <input type="checkbox"/> Domestic Affliction | Statement, Death Certificate, etc. |
| <input type="checkbox"/> 3 final exams within 24 hours | No documentation required |

For additional information, see section 2 on the following page.

Comments: (include additional information on a separate sheet if necessary)

I have attached all supporting documentation to this form.

STUDENT'S SIGNATURE (required for student record update)	DATE
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COURSE NUMBER	COURSE NAME					
EXAMINATION DATE			MONTH	DAY	YEAR	TIME

COURSE NUMBER	COURSE NAME					
EXAMINATION DATE			MONTH	DAY	YEAR	TIME

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COURSE NUMBER	COURSE NAME					
EXAMINATION DATE			MONTH	DAY	YEAR	TIME

OFFICE USE (DECISION AND NOTES)

- Approved _____
- Denied _____
- Indicator/comment _____
- DFE/GP _____

APPROVER SIGNATURE	DATE
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GENERAL INFORMATION

Please read and follow instructions to avoid delay or rejection of your application.

Deferred examinations are allowed in the following circumstances:

1. Illness/Medical
2. Religious Conviction
3. Domestic Affliction
4. 3 final exams within 24 hours. You will be allowed, at your request, to defer one exam to the deferred exam period.

NOTE: Students are expected to be available for the full exam period; travel arrangements of the Examinations timetable are not valid reasons for requesting deferred examination.

3. Submit the application form and supporting documentation to the Associate Dean of the Law Faculty. In the event of intended absence due to religious conviction, domestic affliction or an illness or disability which makes it physically impossible to write an examination, the written application accompanied by supporting documentation must be submitted to the Associate Dean prior to the date of the examination. In the event of absence from an exam due to unforeseen circumstances, students must notify the Associate Dean within 48 hours of the missed examination and apply for a deferred final no later than five working days following the missed examination. **Missing the deadline will affect your eligibility for a deferred final examination.**
4. Submission of supporting documentation does not in itself constitute student's control that would warrant exemption from the regular examination schedule. The rationale must clearly demonstrate serious illness or extraordinary circumstances beyond the student's control that would warrant exemption from the regular examination schedule.
5. It is the responsibility of the student to ensure written confirmation as to whether a deferred final exam has been received and has been approved.

APPLICATION AND APPROVAL PROCESS

1. Complete the application in full.
2. Applications will not be accepted without written evidence of the need for a deferral. Supporting documentation must be attached.

Illness/Medical – Physician/Counsellor Statement form (available at www.tru.ca/law) completed by a physician/counsellor within the community dated no later than one working day after the missed exam. Letters from a physician/counsellor in lieu of the Physician/Counsellor Statement form will not be accepted. Note: The Associate Dean's office may contact the signing physician or attesting professional to confirm information provided.

Religious Conviction – accompanied by a signed letter from your religious organization.

Domestic Affliction – may require a copy of death certificate, an accident report, etc.

3 final exams within 24 hours – supporting documentation not required, but application must be made one week in advance of the first exam.

If you are requesting a deferral for extraordinary circumstances, please contact the Associate Dean of the Law Faculty regarding processes and required documentation.

IMPORTANT INFORMATION:

The deferred exam is the last opportunity for students to write a final exam. You must be available to write your deferred examination during the deferred examination period, which will be scheduled in the last week of May and the first week of June.

You are fully responsible for determining the exact date, time and location of the deferred examination when it is available.

If you decide to write a final exam rather than an approved deferral, inform the Associate Dean.

PLEASE KEEP THIS PAGE FOR YOUR REFERENCE