First Name and Surname | Student Number
---|---
uOttawa Email Address | Program of Study

### Midterm / Final Examination Details

<table>
<thead>
<tr>
<th>Course code and section</th>
<th>Professor</th>
<th>Date of the mid-term examination</th>
<th>Date of the final examination</th>
<th>Term</th>
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**PLEASE SELECT ONE**

I write my exams with Access Services (SASS)  
\[ \text{Yes} \]
\[ \text{No} \]

Deferred midterm examinations will take place on July 15, 2017. Students must be available on this day to write their exam(s).

Deferred final examinations will take place on October 27, 2017. Students must be available on this day to write their exam(s).

### Justification of request

- [ ] Illness (please submit the Telfer Student Services Centre medical certificate form – See Appendix 1):
  
  _________________________________________________________________

- [ ] Death of family member (please specify relationship and submit death certificate):
  
  _________________________________________________________________

- [ ] Conflict (two exams at the same time or three 3-hour exams on the same day. Please specify course code and date of exams):
  
  _________________________________________________________________

- [ ] Other (please submit official documentation to justify this absence):
  
  _________________________________________________________________

**IMPORTANT:** Please submit documentation justifying your request (medical or death certificate, etc.) **within five working days** of the exam date.

I confirm that I have read and understand the instructions and requirements of this form and that all the information and documentation provided in support of this deferral application are accurate and true. Further, I authorize the Telfer School of Management to contact those who have provided documentation submitted with this application, including but not limited to medical documentation, for purposes of verifying authenticity.

Student Signature: ___________________________  Date: ___________________________
Students are expected to be available for the duration of a course including the examination period. Dates and deadlines are made available to students in the Telfer School of Management University Undergraduate Calendar well in advance of registration. Occasionally, students encounter circumstances beyond their control where they may not be able to write a midterm or final examination (e.g. serious illness) and may apply for a deferral.

The Telfer School of Management’s Student Services Centre (SSC) approves and manages the deferred midterm and final examinations of undergraduate students for ADM courses. Professors are responsible for the approval of absences during quizzes and the late submission of written assignments.

In order to apply for a deferral, original supporting documentation must submitted to the SSC no later than five working days after the scheduled midterm or final exam date. Upon review of your examination schedule, please note that the SSC only accepts to defer an examination for the following reasons:

1. Examination conflicts:
   - Two examinations on the same day and at the same time;
   - Three 3-hour examinations scheduled on the same day (from 8:30 AM to 10:00 PM);

Take-home examinations are not considered within the examinations conflicts listed above;

2. Medical reasons that must be justified (see academic regulations) or;

3. Death of a member of immediate family, justified by a death certificate.

Travel, employment and misreading the examination schedule are not acceptable reasons for deferring an examination.

For medical certificates:

- You must be seen by a physician while you are ill. You must complete the Telfer SSC Medical Certificate and this must be submitted to the SSC at Desmarais Building, room 1100. This medical documentation must have the official physician’s stamp with address and contact information.

- The documentation must be dated as seen by your physician no later than one working day after the midterm or final examination, final assignment or take-home (or prior) provided the medical certificate covers the date(s) of the examination(s).

- Submission of supporting documentation does not itself necessarily constitute grounds for the granting of a deferral. The rationale must clearly demonstrate serious illness or extraordinary circumstances beyond the student’s control that would warrant exemption from the regular examination schedule or assignment due date.

Students with a history of deferred examinations may be asked to supply additional documentation to support any request for a deferred examination.

Students authorized to defer an examination for an acceptable reason will be allowed to write this examination on a date chosen by the SSC. All deferred final examinations for ADM courses will take place during the last days of the official examination period, or a few days after the end of the examination period.

IMPORTANT: According to University regulations, students must complete course requirements within a maximum of 12 months after the end of the term or will receive a grade of EIN. For more information, please consult Academic Regulation 10.6.

Other Important Information:

- Your graduation will be delayed if you defer an examination in the final session leading up to your Spring or Fall graduation. Deferral of winter examinations may delay your academic performance evaluation. For further information, please consult the Registrar’s Office.

- Deferred examinations may affect registration due to prerequisite and year level restrictions.

- It should be noted that Academic Regulation 9.0 does not apply for deferred midterm examinations that are requested.