

Petition for Special Consideration:
REQUEST FOR A DEFERRED FINAL EXAMINATION

Date: _____

Name: _____ Student #: _____

Program & Level: _____

Contact Address: _____

City: _____ Postal Code: _____

Telephone #: _____ Email: _____ @mcmaster.ca

Reason examination was not written: _____

Course Name & Code (e.g. ENGLISH 1A03)	Term	Instructor	Instructor Email	Date & Time of Exam

MEDICAL OR OTHER SUPPORTING DOCUMENTATION MUST BE ATTACHED TO THIS REQUEST

Please read and sign the following:

- I confirm that I **did not** attend or participate in any capacity in the above Examination(s).
- I confirm that I have done well enough to **pass the course(s)** if my deferred exam request is approved. I understand that approval may be **rescinded** if this is found **not** to be the case.
- I understand that a deferred exam cannot be deferred a second time.
- I understand that if I am granted more than one deferred exam during a term, I may be required to reduce my course load during the term in which the deferred exams are being written.
- I understand that it is my responsibility to check **MOSAIC** to confirm that my request has been approved.

FOR OFFICE USE ONLY:

DB Initials _____

SS Initials _____

MOSAIC _____

Graduating: Yes / No

Date: _____

Student Signature

- Approved by Faculty Reviewing Committee
- Denied by Faculty Reviewing Committee

REQUESTING DEFERRED FINAL EXAMINATIONS

- You may petition the Undergraduate Reviewing Committee of the Faculty of Humanities if you miss or will be missing an examination for compelling medical or personal reasons. Supporting documentation will be required, but will not ensure, the approval of your petition. ***Examinations are NOT rescheduled/deferred for purposes of travel.***
- You must submit an application for deferred examination privileges and supporting documentation to the Dean's Office in CNH-107 **normally within five working days** of the missed examination. *Once a student has completed an examination, no special consideration will be granted.*
- You will be able to view the result of your deferred exam request on **MOSAIC** under your Service Requests.
- Please note that deferred examinations are written during the next official University Deferred Examination period.
- The scheduling of the deferred examination will be done by the Office of the Registrar. You will receive your personal exam timetable on **MOSAIC** at least 10 business days before the deferred exam period. If you are not able to view your personal exam timetable, please contact the Scheduling & Exams Office in GH-114.
- To apply for a deferred examination, you must first meet with the designated Academic Advisor that handles deferred requests and then fill out the attached form and attach supporting documentation (e.g., doctor's note). Your application will be forwarded to the Faculty's Undergraduate Reviewing Committee for consideration.
- **IMPORTANT NOTE:** In keeping with University regulations, students who have been granted more than one deferred examination may be required by their Faculty/Program office to **reduce their course load** during the term in which the deferred examinations are being written. The decision on a reduced load may be made and communicated with the decision on the application for deferred examinations.

The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and being collected under section 39 (2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario. Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall 209, McMaster University