

**Faculty of Humanities**  
**Petition for Special Consideration**  
**REQUEST FOR A DEFERRED FINAL EXAMINATION**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Program & Level: \_\_\_\_\_

Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ Street name and number: \_\_\_\_\_  
 Postal code: \_\_\_\_\_

Telephone no: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_@mcmaster.ca

Reason for failure to write the examination: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Course Name & Number (e.g. English 1C06)	Term	Instructor	Date & Time of Exam

**Medical or other supporting documentation must be attached to this request**

**IMPORTANT NOTE:** In keeping with University regulations, students who have been granted more than one deferred examination may be required by the Dean/Faculty to **reduce their course load** during the term in which the deferred examinations are being written; this will be reviewed at the time the application is made for a deferred examination.

\*Note:

- 1) I confirm that I have done well enough to **pass the course(s)** if my deferred examination application is granted.
- 2) I understand that approval for a deferred examination will be **rescinded** if this is found **not** to be the case.

\_\_\_\_\_  
 Student's signature (see note \* above)

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

Approved by Faculty Reviewing Committee

not approved 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.*
- Please note that deferred examinations are written during the next official University Deferred Examination period.
- 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.
- You will be able to view the result of your deferred exam request on Mosaic under your Service Requests.
- 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.