

**PETITION FOR SPECIAL CONSIDERATION:
 REQUEST FOR DEFERRED FINAL EXAMINATION**

Date: _____ Student Number: _____

Name: _____ Email: _____@mcmaster.ca

I am requesting a deferred final examination(s) for the following:

Course Code (e.g., HUMAN 1VV3)	Term	Instructor	Instructor Email (@mcmaster.ca)	Exam Date	Exam Time

Reason examination was not written:

MEDICAL OR OTHER SUPPORTING DOCUMENTATION MAY BE REQUESTED.

Please read through the following important information:

- Students may petition the Humanities Student Experience Office (Academic Advising) if they miss or will be missing an examination for extenuating circumstances. Supporting documentation may be required, but will not ensure, the approval of a petition. **Examinations are NOT rescheduled/deferred for purposes of travel.**
- To apply for a deferred examination, fill out this Petition for Special Consideration: Request for Deferred Final Examination form and attach supporting documentation (e.g., doctor’s note) if relevant. Please submit this form to Chester New Hall 107 or the [Humanities Documents Drop Folder](#).
- Students must submit an application for deferred examination privileges and supporting documentation **within five working days** of the missed examination(s). **If a student has attempted or completed an examination, special consideration will NOT be granted.**
- Students will be able to view the result of a deferred exam request by visiting the Student Center tile on MOSAIC and going to the “Other Academic” drop down menu.

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- Approved deferred examinations are written during the next official University Deferred Examination period. Examinations can only be deferred once.
- The scheduling of a deferred examination will be done by the Office of the Registrar. Students will receive their 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 Office of the Registrar Exams team at exams@mcmaster.ca or Gilmour Hall 114.
- **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.

Please read and check-off the following to acknowledge your understanding:

- 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 examination is approved. I understand that my approved may be **rescinded** if this is found **not** to be the case.
- I understand that a deferred examination cannot be deferred for 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 reviewed.

I agree to all the terms, as explained above.

Student Signature: _____

Date: _____

Please submit this form to Chester New Hall 107 or the [Humanities Documents Drop Folder](#).

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

<p>FOR OFFICE USE ONLY:</p> <p style="text-align: center;"> <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED </p> <p>Notes: _____</p> <p>Signature: _____ Date: _____</p>	<input type="checkbox"/> DB _____ <input type="checkbox"/> SS _____ <input type="checkbox"/> EMAIL _____ <hr/> <p style="text-align: center;">Graduating?</p> <input type="checkbox"/> YES <input type="checkbox"/> NO
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