

REQUESTING DEFERRED FINAL EXAMINATIONS

- You may petition the Humanities Academic Advising Office 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 Humanities Academic Advising Office **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 Office of the Registrar.
- To apply for a deferred examination, you must first meet with an Academic Advisor, fill out the attached form, and attach supporting documentation (e.g. doctor's note).
- **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