

FINAL EXAM DEFERRAL REQUEST FORM

The purpose of this form is for students to submit a formal request for deferral of a final exam.

Students may submit this request when circumstances beyond their control prevent them from attending at the scheduled exam time. The request must be approved by both a Director and the Instructor.

- Final exam deferral requests, for situations known in advance, must be submitted at least **10 business days** prior to the last day of classes.
- If the request refers to a *missed final exam*, this form must be submitted no more than **5 business days** after the exam date.

Requests will be granted only in exceptional circumstances such as a death in the family or a medical emergency. Any requests arising from poor planning or inconvenience, such as booking a flight before the exam schedule is published or conflict with another activity, will not be approved.

- ❖ **This form MUST be submitted at the applicable campus where the course was taken (ex: Course was in Burnaby, submit the form to Burnaby Campus). Failure to do so will result in delay in processing your appeal.**
- ❖ **Complete all fields including the checklist. Incomplete application will not be processed.**

| | |
|--------------|------------|
| Student Name | Student ID |
| Address | City |
| Telephone # | Email |

Email address must be clearly written. **No handwriting.**

- Pay \$150.00 fee per exam (payable at the Bookstore).** This form must be stamped by Bookstore or receipt attached.
- Attach supporting evidence (medical documentation, flight tickets, etc.)**
Please note: if there is a conflict between your exam at Alexander College and an exam at another institution, you must submit printed proof of registration in the course and the final exam schedule from the other institution.
- Submit this form, proof of payment, and attached supporting evidence to the Reception Desk.** Request forms which are illegible, submitted without proof of payment, or without supporting evidence will not be processed.

| Course Name (and section) | Scheduled Exam Date | Scheduled Exam Time | Campus Location | Course Instructor |
|---------------------------|---------------------|---------------------|-----------------|-------------------|
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Why do you wish to defer your final exam(s)?

I understand that a final decision will be made based on the information and supporting evidence that I provide with this form. I understand that I cannot come back later with more information or a different reason for deferral.

Student Signature

Date



Vancouver Campus
#100-602, West Hastings Street
Vancouver British Columbia, V6B 1P2, Canada
Tel. (604) 681 5815 Fax. (604) 681 5819

Burnaby Campus
#101-4603, Kingsway
Burnaby British Columbia, V5H 4M4, Canada
Tel. (604) 435 5815 Fax. (604) 435 5895

OFFICE USE ONLY *(Please do not write in this area)*

Student Attendance and/or Academic Record

Comment from Instructor

Comment from Director

Committee Decision

ACTION

Name (please print)

Signature

Date Signed

Date Student Notified