



This form must be completed and submitted to the Student Services Centre (SSC) any time an ADM mid-term or final exam is missed for one of the justified reasons stated below.

If your midterm examination takes place before February 2, 2023, your deferred examination will take place during reading week (February 19-25, 2023). \*

If your midterm examination takes place on OR after February 2, 2023, your deferred examination will take place during the weekend of March 25-26, 2023. \*

All final exam deferrals from the Winter 2023 term will take place between 5-9 July, 2023. \*

\*Students must be available this week to write their exam(s).

### A. Student Information

First Name and Surname	Student Number	Program of Study

### B. Details of the exam that you missed

Course code and section	Professor	Date of the Mid-Term Exam	Date of the Final Exam	Term
ADM				
ADM				
ADM				

### C. I write my exams with SASS – Academic Accommodations:

Yes  No

If yes, please identify your accommodations:

### D. Justification of Request (please choose one):

Illness (please submit a valid medical certificate):

Death of family member (please specify relationship and submit an obituary notice):

Conflict (two exams at the same time or three 3-hour exams on the same day). Please specify:

Course code	Date	Time
Course code	Date	Time

Other (please submit official documentation to justify this absence):

*I confirm that I have read and understand the instructions and requirements of this form and that all the information and documentation provided in support of this deferral application are accurate and true. Further, I authorize the Telfer School of Management to contact those who have provided documentation submitted with this application, including but not limited to medical documentation, for purposes of verifying authenticity.*

Student Signature:

Date:

Students can request a maximum of one (1) deferred exam per course, and this evaluation must be taken within six (6) months after the end of the term. If a student defers a midterm exam, they won't be able to defer the final exam for the same course. This also applies to any deliverable for which a weight transfer is possible. The Telfer School will only allow one (1) opportunity to write a deferred final exam. No other opportunities will be allowed.

**IMPORTANT:** To justify your absence, please submit your deferral request to [undergraduta@telfer.uottawa.ca](mailto:undergraduta@telfer.uottawa.ca) within five working days of the exam date. Submission of the application and the supporting documentation does not, in and of itself, guarantee approval of a deferred exam request. Please note, the application will not be approved without the deferral application and the supporting documentation.

Students are expected to be available for the duration of a course including the examination period. [Dates and deadlines](#) are made available to students in the Telfer School of Management University Undergraduate Calendar well in advance of registration. Occasionally, students encounter circumstances beyond their control where they may not be able to write a mid-term or final examination (e.g. serious illness) and may apply for a deferral.

The Telfer School of Management's Student Services Centre (SSC) approves justifications submitted by students for missed mid-term and final examinations of undergraduate students for ADM courses. An approved justification for a missed mid-term examination may lead to a deferred examination, or having the weight of the missed examination added to the weight of another deliverable in the course. The chosen policy regarding a missed examination is outlined in the course syllabus. An approved justification for a missed final examination always leads to a deferred final examination. Professors are responsible for the approval of absences during quizzes and the late submission of written assignments, including take-home examinations.

In order to apply for a deferral or for a transfer of the weight of the mid-term to the weight of another deliverable in an ADM course, original supporting documentation must be submitted to the SSC no later than **FIVE working days** after the scheduled mid-term or final examination date. Upon review of your examination schedule, please note that the SSC only accepts to defer an examination for the following reasons:

1. *Examination conflicts:*

- *Two exams on the same day and at the same time, or*
- *Three 3-hour exams scheduled on the same day, between 8:30 AM to 10:00 PM that day.*
- **Take-home exams** are not considered within the exam conflicts listed above.
- **Important:** all deferral requests for a reason of exam conflicts need to be submitted within 5 business days after the exam schedule is published. Any deferral request for exam conflicts received after the exam date will not be accepted.

2. *Medical reasons that must be justified (see academic regulations); or*

3. *Death of a member of immediate family, justified by an obituary notice.*

4. *Technical issues occurred during the online exam appropriately supported by valid documentation.*

5. *Travel, employment and misreading the examination schedule, and not attending an in-person exam because you are not in Canada are **not acceptable reasons** for deferring an examination.*

For medical certificates:

- You must be seen by a physician while you are ill. This medical documentation must have the official physician's stamp with address and contact information. Medical documentation must be submitted to the SSC at DMS1100 or by email at [undergraduate@telfer.uottawa.ca](mailto:undergraduate@telfer.uottawa.ca), no later than **five (5) working days** after the date of the missed examination.
- The documentation must be dated as seen by your physician no later than one working day after the mid-term or final examination, final assignment, or take-home (or prior) provided the medical certificate covers the date(s) of the examination(s).
- Submission of supporting documentation does not itself necessarily constitute grounds for the granting of a deferral or weight transfer. The rationale must clearly demonstrate serious illness or extraordinary circumstances beyond the student's control that would warrant exemption from the regular examination schedule or assignment due date.

Students with a history of deferred examinations may be asked to supply additional documentation to support any request for a deferred examination.

Students authorized to defer an ADM examination for an acceptable reason will be allowed to write this examination on a date selected by the SSC. Dates are chosen well in advance and provided on this form.

**IMPORTANT:** Students can request a maximum of one (1) deferred evaluation per course, and this evaluation must be taken within six (6) months after the end of the term. For more information, please consult Academic Regulation 9.5.

Other important information:

- Your graduation will be delayed if you defer an examination in the final term leading up to your Spring or Fall graduation. Deferral of winter examinations may delay your academic performance evaluation. For further information, please consult the Registrar's Office.
- Your eligibility for financial aid may be impacted if you defer a final examination.
- Deferred examinations may affect registration due to prerequisite and year level restrictions.
- It should be noted that Academic Regulation 9.0 does not apply for deferred mid-term examinations that are requested.