

Deferral Application

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.

Deferred midterm exams will take place between July 6 and 10, 2020.

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

All final exam deferrals from the Spring/Summer 2020 term will take place between October 25 and 31, 2020.

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 original University of Ottawa Health Services medical certificate or original Telfer Student Services Centre medical certificate form – see Appendix 1):

Death of family member (please specify relationship and submit death certificate):

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):

IMPORTANT: Please submit documentation justifying your request (medical or death certificate, etc.) **within five working days** of the exam date.

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 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 examinations on the same day and at the same time;
- Three 3-hour examinations scheduled on the same day (from 8:30 AM to 10:00 PM);

Take-home examinations are not considered within the examinations conflicts listed above;

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

3. Death of a member of immediate family, justified by a death certificate.

Travel, employment and misreading the examination schedule are not acceptable reasons for deferring an examination.

For medical certificates:

- You must be seen by a physician while you are ill. If you go to a health clinic other than the University of Ottawa Health Services (UOHS), you must ensure that your physician completes the Telfer SSC Medical Certificate. This medical documentation must have the official physician's stamp with address and contact information. Medical documentation must be submitted to the SSC at Desmarais Building, room 1100, 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: According to University regulations, students must complete course requirements within a maximum of 12 months after the end of the term or will receive a grade of EIN. For more information, please consult [Academic Regulation 10.6](#).

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.



APPENDIX 1

If a student does not go to University of Ottawa Health Services, this is the official medical certificate accepted by Telfer School of Management – Student Services Centre for requesting any academic accommodations due to medical conditions. This medical is required as supporting documentation for academic accommodations such as deferral or petition requests.

The following sections are to be completed by the Physician:

Patient Name: (please print)	Date of Birth:
Physician's Name: (please print)	Physician's Official Stamp with Address and Contact Information:
Date and time of visit:	

Section A: By completing section A (1) or A (2), I am confirming that I have examined this patient while she/he was sick/injured, and based upon my medical opinion, I can confirm that the medical condition of the patient is sufficiently severe to prevent her/him from attending school or completing academic work.

A (1) One-time: If this is one-time medical condition, complete the information below. Date of onset of illness: _____ Anticipated date of recovery: _____	A (2) Chronic: If this condition is a chronic or ongoing medical condition complete the information below: Date of onset of current episode: _____ Anticipated recovery from current episode: _____ I anticipate this patient will be medically fit for academic study as of: _____
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Section B: I cannot confirm illness or insufficient degree of incapacity

☐ Based upon my medical opinion, I am unable to confirm illness sufficiently severe to prevent the student from completing academic responsibilities.

Section C: Additional relevant information

Signature of Physician:	Date Signed: