

Policy regarding deferred examination is outlined in the University Calendar, **Section 6.8.2** of the University Regulations, “Exemptions from Final Examinations and Procedures for Applying to Write Deferred Final Examinations”.

### **INFORMATION REQUIRED FOR MEDICAL NOTES:**

Students who request permission to have examinations deferred based on medical grounds are required by the University to **produce a note from a physician** in support of their request. Such notes must be **sufficient to allow proper consideration** of the student’s case. Students should provide the health professional with a copy of the Student Medical Certificate, available from <http://www.mun.ca/regoff/forms.php>.

Confidentiality:

Memorial University protects your privacy and maintains the confidentiality of your personal information, the information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used for the purpose of processing your application for a deferred examination(s) and for administrative purposes. Questions about this collection and use of personal information may be directed to the Department of XXXXX at (709) 864-XXX.

### **INFORMATION REQUIRED FOR BEREAVEMENT:**

Students who request permission to have examinations deferred based on bereavement are required to produce documentation from the clergy, funeral director, or government official. Such documentation must indicate the relationship between the bereaved and the deceased.

### **INFORMATION REQUIRED FOR 3 EXAMS IN 24 HOURS:**

Only **the middle of the three exams may be deferred**. Please note that the three exams must start and finish in 24 hours (not 26). For example, if a student has the first exam from 9-11 a.m. and the third exam from 9-11 a.m., this is a case of three exams in 26 hours – the first exam starts at 9:00 and the third exam ends at 11:00. The third exam has to have *begun* before the 24hr period from the *start* of the first exam expires.

### **DUE DATES OF THIS APPLICATION**

| Reason                        | Application Due Date  |
|-------------------------------|---|
| 3 exams in 24 hrs<br>or Other | ASAP and prior to the start of the second last week of classes when possible  |
| Bereavement or<br>Medical     | Notification of application within 48hrs of the end of the scheduled exam, with full application and supporting documentation submitted within one week of the original date of the exam. |