



**Applications for deferred examinations must be submitted to the Dean's Office within 3 days of the missed examination(s) along with supporting documentary evidence.
 Supplemental examination applications must be submitted by end of May.**

Student Information:

Name: _____ Student ID/nsid: _____ Email: _____
 Street Address: _____
 City/Town: _____ Province/Territory: _____
 Signature: _____ Date: _____

DEFERRED Exam request:

Course name	Course number	Course section	Instructor name

Reason for request: (satisfactory documentary evidence must accompany this application)

Medical Compassionate Other:

SUPPLEMENTAL Exam* request:

Course name	Course number	Course section	Instructor name

*see over for supplemental examination eligibility

Reason for request:

College Decision Refused
 Granted
 Special

Date, Time and Location to be written:

Instructor's signature _____

Authorization _____ Date _____

Eligibility criteria for Supplemental Examinations

(found at: <http://www.usask.ca/programs/colleges-schools/agriculture-and-bioresources/>):

11. Supplemental Examinations for Potential Graduates: Diploma students failing to achieve a Cumulative Weighted Average of 60% on 60 credit units in the Diploma in Agribusiness or Diploma in Agronomy in the graduating year will be permitted to write a supplemental examination in a failed course provided they have achieved a Cumulative Weighted Average of 59%. Supplemental examinations may be granted to degree students in their final undergraduate year (those with potential to graduate in May or October of that year) if the minimal promotion requirements have been met in that year, the mark in the failed course is 40.0% or better, and there is a final examination in the failed course(s). Supplemental examination results replace the previously failed grade(s) for average calculations. When a supplemental examination is granted the only part of the course being rewritten is the final examination. Other determinants (labs, mid-term tests, term papers, etc.) retain their original weight in computing the final grade for the course. Students on Probation are not eligible to write supplemental exams.

From SESD website (<https://students.usask.ca/academics/exams.php>):

Supplemental examinations may be granted under certain conditions to students who are not in their final undergraduate year. To be eligible for consideration, the student must meet the minimum promotion requirements, the final mark in the failed course or courses must be 40.0% or better, and it must be shown that lack of a supplemental examination will cause extreme or academic difficulty. Students on Probation are not eligible to write supplemental exams.

Deferred exams: a deferred examination is the sitting of a final examination at a time other than the scheduled time and date. A deferred examination may be granted to a student who is not able to complete a final examination through no fault of his/her own, for medical, compassionate, or other valid reasons. These examinations are granted under regulations established by the college and subject to the Academic Courses Policy.

Supplemental exams: a supplemental examination is the re-writing of a final examination. A student may be granted a supplemental examination under regulations established by the college and subject to the Academic Courses Policy.

Special deferred and supplementals: the college may, under extenuating circumstances, grant a special deferred or supplemental examination to a student who submits satisfactory evidence of inability to be present at the deferred or supplemental examination under regulations established the Academic Courses Policy and the college.

For a schedule of charges, see:

<https://students.usask.ca/academics/exams.php#Deferredandsupplementalexams>