

Application for Deferred Final Examination

Applications for deferred examinations must be submitted to the AgBio Dean's Office *within 3 working days of the missed examination(s)*. This completed form and **detailed supporting documents** must be submitted to agbio.studentservices@usask.ca or Agriculture 2D30. If this is not possible, you must contact AgBio Student Services immediately to advise us of your extenuating circumstances.

Before this application can be considered, YOU must arrange to have the instructor complete the instructor section of the form and return it to agbio.studentservices@usask.ca. It is your responsibility as a student to follow up with the instructor and/or AgBio Student Services to ensure that this form and all supporting documents are submitted by the deadline. *A student, who by reason of continuing illness or other valid considerations, is unable to write during the regular deferred examination time period may apply to the College of Agriculture and Bioresources for permission to write a special deferred examination.*

Students and instructors will be notified by **email** whether or not their application has been approved. A fee of \$40.00 will be applied to your student account upon approval of a regular deferred examination. A fee of \$80.00 will be applied to your student account upon approval of a special deferred examination.

Name: _____ **Student Number:** _____
USask email address: _____ **Phone:** _____
Course (e.g. AGRC 111.3) _____ **Date of Scheduled Final Exam** _____
Name of Instructor _____
Reason for Request: *(satisfactory documentary evidence must accompany this application)*

- Medical _____
- Compassionate _____
- Other _____

Are you registered with Access and Equity Services and requiring exam accommodations? _____

Signature of Applicant: _____ Date _____

TO BE COMPLETED BY THE INSTRUCTOR: Please complete this section of the form and return to AgBio Student Services (agbio.studentservices@usask.ca), along with any supporting documentation:

1. Has the student completed the term work, assignments, essays, laboratory work, etc., required to complete the course? _____ If not, what arrangements have been made to complete the required term work? _____
2. What is the student's mark in the course to date? _____
3. What is the value of the final examination in this course, as per the course syllabus? _____
4. Comments? _____

Feel free to contact AgBio Student Services at agbio.studentservices@usask.ca if you have additional remarks or concerns regarding this application.

Date: _____ Signature of Instructor _____

For Special Deferred Examinations, the date must be chosen in consultation with the instructor.

<i>Date, time, and location of special deferred exam</i>	
<i>Invigilator's signature</i>	<i>Instructor's signature</i>