Application for Deferred Examinations
Professional Programs

Please read the reverse side for important information on the approval application process.

This application is for requesting a deferral for scheduled exams only. It is not to be used for facilitator-scheduled tests, term papers or assignments. If you have completed or started a scheduled exam, you are not eligible for a deferral.

_____ _____ _____
Name   Student ID#   Name of Program

Email: _____ Phone # _____

I wish to defer the following examinations:

Course	Course #	Date and time of exam	Name of Facilitator	Office Notes

Reason for Exam Deferral Request: Please explain in detail and provide any available documentation to support your request.

_____
_____
_____
_____
_____
_____
_____

I have attached all supporting documentation to this form.   Yes _____   No _____

Have you requested Exam deferral before?   Yes _____   No _____

_____   _____   _____
Student Name (Please Print)   Student Signature   Date

For Office Use Only:	☐ Approved	☐ Denied
Registrar's Office Signature	**Date**	

Document Name: Application for Deferred Examinations – Professional Programs
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Revision #3

Revision Date: September 09, 2018
Approved by: Tom Snell
Page 1 of 2

Application for Deferral of Examinations

Please read and follow instructions to avoid delay or denial of your request.

Deferred examinations are allowed in the following circumstances:
- Illness/Medical
- Personal Crisis

Any student who is unable to write an exam due to the above reasons must notify the Department Chair and Testing and Assessment Lead Administrator prior to the exam date. Should an emergency arise where it is not possible to provide prior notification, the student must inform the Department Chair and Testing and Assessment Lead Administrator as soon as possible. Documentation supporting the reason for absence may be required.

Please note: The following are not valid reasons for missing an exam: wanting to travel home, family weddings/parties/vacations, saving money on airline tickets, appearing to write your exam at an incorrect time, being late for an exam, employment obligations, traffic or car trouble (other than a car accident with police report), inclement weather (other than that resulting in College closure), and oversleeping.

Application and Approval Process

1. Complete the application in full.
2. Provide any available documentation. It must consist of original documents that can be verified.
3. Submit form to Registrar's Office prior to exam date, with payment.
4. The Registrar's Office will inform you by email (cc Program Chair) within 2 days if your application to defer an exam has been approved or denied.
5. If approved, the Application for Deferred Examinations will be given to the Assessment Centre. The Centre will call you and arrange for a time for you to write your exam.
6. Please note that if you do not appear to take your deferred exam on the arranged date and time, you will not be permitted to reschedule your deferred exam. If there are unusual circumstances, you will need to reapply to the Registrar's Office for approval to reschedule the deferred exam.
7. The fee for a Deferred Exam is $50.00. This fee may be waived by the Accounting Department.
8. Each application will be considered on a case-by-case basis.
9. A decision may be appealed by following the Student Appeal Policy available on the Columbia College website, at the Main office Bldg. 802, and from the Department Chair.

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Page 2 of 2