



UNIVERSITY OF SASKATCHEWAN

COLLEGE OF EDUCATION

28 Campus Dr. Saskatoon, SK S7N 0X1

Ph: 306 (966-7654) Fax: 306 (966-7644)

STUDENT AFFAIRS AND ACADEMIC STANDARDS COMMITTEE

REQUEST FOR DEFERRED AND SPECIAL DEFERRED EXAMS

Request must be submitted within 72 hours of missed exam

Date: _____

Student Name: _____ Student Number _____

Address: _____ Postal Code: _____

Telephone: _____ Signature of Initiator: _____

Required fees are to be submitted to Student Accounts and Treasury payable to University of Saskatchewan. To avoid interest costs, you must make the payment prior to the last working day of the month in which you receive approval from the Student Affairs and Academic Standards Committee. Please note that once the approval is granted, you are assessed the fee which is non refundable.

- DEFERRED EXAMINATION (\$40)**- The date & location of the exam will be posted on the website: www.usask.ca/registrar/exams, in the Colleges, the Admin. Building kiosk and USSU Office, Place Riel. It is the student's responsibility to check one of these locations to obtain their exam schedule.

Students applying to Student Affairs and Academic Standards Committee for all deferred examinations and special deferred examinations must submit documentary evidence to support their application. Evidence may include a memo from the instructor. Students absent from examinations for medical reasons must supply a medical certificate that explains the reason for the missed examination.

| <u>Course/Section/CRN</u> | <u>Term</u> | <u>Session</u> | <u>Date of Exam</u> | <u>Instructor</u> |
|---------------------------|-------------|----------------|---------------------|-------------------|
| Eg. Epse 390.3 02 20636 | Term 2 | 200601 | April 20,2006 | J. Doe |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

- Reason why exam was missed:** _____

- SPECIAL DEFERRED EXAMINATION (\$80)** - Students must arrange a date, time and place with the instructor for the special deferred exam. A special deferred exam is set up if the student cannot write the missed exam during the regularly scheduled time for deferred exams. Please see the academic schedule in the general calendar for the regular dates. Instructor must sign here to verify date and time of request for special deferred exam:

Instructor's Signature: _____

Eg. --- August 1, 2006 9:00 A.M. Educ Room 3041
Date: _____ Time: _____ Location: _____

| <u>Course/Section/CRN</u> | <u>Term</u> | <u>Session</u> | <u>Original Date of Exam</u> | <u>Instructor</u> |
|---------------------------|-------------|----------------|------------------------------|-------------------|
| _____ | _____ | _____ | _____ | _____ |

- Reason why student cannot write during the regular deferred exam time period:** _____

