

FACULTY OF ENGINEERING

DEFERRED FINAL EXAM FORM

(for 2nd time or greater requests)

(Please print clearly and fill in completely – See REVERSE)

Student Name: _____

Program: _____

Student ID: _____

Term: _____

Year (circle): U0 U1 U2 U3

Is this your term of graduation? Yes No

Approval to defer a final exam will be granted for compelling reasons only. If you have missed a final examination due to illness, family affliction or other personal reasons, the documentation listed below must be handed in to MESC, (Adams Building room 22), no later than five (5) working days or one week after the examination date.

- (1) This form **MUST be completed in full (see reverse, signed and dated; if information is missing, the request will not be approved;**
- (2) **You have included in your Minerva application a detailed statement supporting your request to defer your exam(s);**
- (3) An original medical certificate or other appropriate supporting documentation. The Faculty may refuse a medical note if it does not contain adequate information. **(The medical certificate MUST cover the date of the missed exam and the nature and duration of the illness).**

FINAL EXAM SCHEDULE

List below your COMPLETE exam schedule including Subject & No. (ex. FACC 100)	Request to defer (indicate X)	Date (MM/DD)	Time (9a, 2p or 6:30p)
If you have any outstanding deferrals from previous semesters, please list them by Subject and course number			
Does your medical note cover the date of the exam and provide details as to why you were unable to attend the exam? (E.g. symptoms, type of illness.) If not, please see your doctor for a more detailed medical note.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
For Office Use Only:			
If you have written your final examination, you may not request that the exam be deferred			

See over

If you are granted a deferral, the following terms and conditions will apply:

- For each deferred examination that is approved, an L (deferred) grade will appear on your record, but will not appear on official transcripts after the final grade has been determined. The grade you will receive in the deferred examination will replace the grade that you would have received in the original final exam. An L grade will be replaced by a J if you miss the NEXT deferred or regular examination in the course, whichever happens first. Keep in mind that a deferred examination might not be available until the next time the course is given (one year).
- The Faculty of Engineering does not grant extensions to deferred examinations. If you are unable to write your deferred exam for compelling reasons, you must contact the McGill Engineering Student Centre within the application deadline indicated above.
- You are not permitted to redo any portion of the coursework such as assignments, projects, labs, midterms, quizzes, etc. (i.e., all grades previously obtained will be calculated with the final grade of the deferred examination to determine the final grade). The format of the deferred examination will not necessarily be identical to the original final examination of the same course. You are responsible for contacting the professor if you have any questions. You may request access to all course material including MyCourses for the term in which the exam is to be written by contacting the course instructor.
- If a different instructor teaches the course, that instructor will grade the final exam and then forward the result to the original instructor. It is then the original instructor's responsibility to calculate and submit your final grade in keeping with the original marking scheme.
- In subsequent semesters where a deferral must be completed, you will be limited to no more than 18 credits or six final examinations per term, whichever is greater. This will give you sufficient time during the term and the examination period to properly prepare for your deferred examination(s).
- The Faculty of Engineering will still make an Academic Standing Decision after the completion of each semester, regardless of a deferred grade. If you are placed on Probationary or Unsatisfactory Standing you will receive notification from the Faculty by mail.
- You will receive an email notification once a decision has been made.

By signing below, you acknowledge that you have read and understand the Faculty's terms and conditions listed above and the University's Final Exam Regulations. Please note that your signature on this form will also allow the Faculty of Engineering to verify the authenticity of your medical certificate or any other documentation submitted. If you do not sign this form, or if your documentation is not complete, the deferral will not be considered.

Student's Signature: _____

Date: _____

For further information see [Deferred Exams](#)