

Request for an Undergraduate Deferred Examination

The authority to grant a request for an undergraduate deferred examination, should a graduate student enrolled in an undergraduate course be unable to write their undergraduate examination on the scheduled date, is with the student's home graduate unit, not the instructor of the undergraduate course. All requests to write an undergraduate deferred examination must be accompanied with supporting documentation such as a medical certificate. Once approved, the student *must* pay the undergraduate deferred examination fee of \$70.00. The payment is submitted to the Office of the Faculty Registrar, Faculty of Arts & Science through the methods described on the following [website](#).

Once approved by the student's home graduate unit, a copy of this form must be forwarded directly to the Deferred Examinations Assistant, Office of the Faculty Registrar, Faculty of Arts & Science, Sidney Smith Hall, 100 St. George Street, Room 1006, Toronto, ON, M5S 3G3. Email: deferred.exams@artsci.utoronto.ca; fax: 416-971-2008.

Name:	Student Number:
Degree:	Session:
Department:	Full-time: Part-time:
Email Address (must be a utoronto.ca email address):	

Section 1: Request for an Undergraduate Deferred Examination

I am requesting to write an undergraduate deferred examination for the following course.

Academic Activity Code	Course/Activity Title	Required (Y/N)	Session Code	Lecture Session
<p>Medical or disability related circumstances, which have caused you to miss an undergraduate examination, should be accompanied by a health or disability related student medical certificate from an appropriate professional for special consideration. For other circumstances, provide a statement of the reasons for missing an examination (use additional sheets if more space is required):</p>				
Student's Signature:			Date:	

Section 2: Chair/Director/Graduate Coordinator Approval:

In order to ensure as much uniformity and fairness as possible in the granting of undergraduate deferred examinations, the relevant graduate unit must be reasonably certain that:

- (i) the reasons provided are both serious and substantiated;
- (ii) the student would not be granted an unfair academic advantage over fellow students in the course;
- (iii) the student is willing to pay the undergraduate deferred examination fee (\$70.00).

This undergraduate deferred examination request is:	Approved:	Denied:
Comments:		
Chair/Director/Graduate Coordinator's Signature:		Date: