

<b>I.D. Number</b>	<b>Student's Name (Last, First)</b>	<b>Program (eg BSC)</b>
<b>Course</b>	<b>Course Title</b>	
<b>Instructor Name</b>		<b>Instructor Email Address</b>

Academic Review Sub-Committees use this form to determine whether a student is eligible to be considered for a deferred privilege. Student documentation must be reviewed by the Academic Review Sub-Committee. If the student has submitted their documentation and/or request directly to you, please forward it to the student's program counsellor immediately, otherwise consideration may not be granted.

**Academic Review Sub-Committees grant deferred privileges if the medical, psychological and/or compassionate reason(s) provided by the student is verifiable and accepted. Instructors may not independently grant consideration for a missed final exam, final assignment or other final piece of the graded components of the course.**

- For a missed final written exam a deferred exam, supervised by the Office of Registrarial Services, may be granted.
- For all other missed final work a deferred condition, supervised by the instructor, may be granted.
- If the student missed the final written exam **and** other final work, both a deferred exam and a deferred condition may be granted.

**COMPLETED WORK**

Enter the grade the student has achieved to date in the completed graded components of the course. Do NOT pro-rate this grade. The mark entered here is the final grade the student will receive if the student is NOT granted consideration.

\_\_\_\_\_ Grade to be assigned based on completed semester work (pre-populated if this form is generated through the final grades widget in CourseLink)

\_\_\_\_\_ Assign an alternate final grade if the grading scheme requires the student pass the final exam in order to pass the course and the student is **NOT** granted consideration.

**ACADEMIC MISCONDUCT**

If the student is under investigation for **academic misconduct** you must submit a final grade of MNR. If appropriate, fill in "Final Work Not Completed" section so the student can be considered for a deferred privilege.

Please check one:

- Student is under investigation for academic misconduct & has completed all course components
- Student is under investigation for academic misconduct and has not completed a final graded component of the coursework.

**FINAL WORK NOT COMPLETED**

DID NOT:	MAX VALUE	DUE DATE
_____ write final exam	_____ %	_____

\_\_\_\_\_ check here if you are willing to supervise this student's final exam. If checked and a deferred privilege is granted, the student will be notified by email to contact the instructor to make arrangements to write the exam.

DID NOT:	MAX VALUE	DUE DATE
_____ write final take-home exam	_____ %	_____
_____ submit final assignment	_____ %	_____
_____ attend final oral exam	_____ %	_____
_____ attend final practical exam	_____ %	_____
_____ attend final lab exam	_____ %	_____
_____ other final requirement	_____ %	_____

**Please provide any additional comments: (Optional)**