University of Regina

APPLICATION FOR DEFERRAL OF TERM WORK AND/OR FINAL EXAM

Instructions: Complete a separate form for each course in which you are requesting a deferral. Submit the completed form to your Faculty/College office. The student will be notified of the Dean's decision by the return of the student copy of the form.

STUDENT'S NAME AND ADDRESS			STUDENT ID NUMBER
Last Name	First Name	Middle Initial	
Address			TERM THAT DEFERRAL IS REQUESTED FOR: Y E A R Fall / Y E A R Winter / Y E A R Spring
City / Town	Province	Postal Code	
Home Phone	Business Phone	E-mail	

CAMPUS (Federated College)

☐ U of R ☐ FN Univ ☐ Luther ☐ Campion

FACULTY

☐ BU ☐ AR ☐ CE ☐ ED ☐ ES ☐ SW ☐ FA ☐ GS ☐ KI ☐ SC ☐ SP

APPLICATION

REASON (check one)

- ☐ **Illness or Accident**
- ☐ **Compassionate**
- ☐ *** Other**

DOCUMENTATION REQUIRED

- ▷ Letter from physician stating inability to continue classes or need to reduce course load in semester
- ▷ Letter from physician for serious illness/copy of death certificate or obituary for death in immediate family
- ▷ * Please explain: _____

Supporting documentation is: ☐ Attached ☐ To follow

Deferral is requested for the following course.

CRN Number	Subject	Course Number	Section	Nature of work to be deferred (term work, final exam, or term work/final exam)

Instructor's Name:

What was the last date of attendance for the course? _____

Student's Signature → Day-Mon-Year **Date**

DECISION

Documentation received	Instructor consulted	Decision	New deadline for completion (in the semester following the deferral)			Interim grade (IN or DE)	Final grade**
Date:	Date:	Date:	Fall:	☐ Jan 31	☐ end of semester*		
☐ Adequate	☐ In good standing	☐ Approved →	Winter:	☐ May 31	☐ end of semester*	* See Academic Calendar	
☐ Not adequate	☐ Not in good standing	☐ Denied	Spring	☐ Sep 30	☐ end of semester*	** Grade to be assigned if student does not complete course by new deadline	

Dean or Designate's Approval → Day-Mon-Year **Date**

Dean's notes:

REGISTRAR'S OFFICE USE ONLY				FACULTY/COLLEGE USE ONLY			
BANNER UPDATED	Initials	Date:	Day-Mon-Year	STUDENT COPY MAILED	Initials	Date:	Day-Mon-Year

Nov. 4, 2009 White - Registrar Yellow - Student Pink - Student's faculty or college Goldenrod - Instructor