



Guidelines for Requesting a Deferral of Course Work and/or Final Exams

Grounds for Deferral Beyond the End of the Semester:

Extensions of deadlines for completion of assignments or writing of final examinations may be granted on the basis of illness, accident, or other extreme and legitimate circumstances beyond your control.

Applying for a Deferral:

If you are unable to complete course work before the end of the term, please notify the Social Work Student Services Office (see below) and your course instructor (by phone or e-mail is fine) as quickly as possible. Requests for deferrals received more than three days after the scheduled final exam will be denied. An *Application for Deferral of Term Work and/or Final Exam* form must be completed. The form is available from the Social Work Student Services Office or online at http://www.uregina.ca/student/registrar/assets/docs/pdf/forms/deferral_form.pdf

Supporting Documentation:

You must submit supporting documentation before a deferral request can be approved. The documentation must clearly indicate the dates involved – dates that correspond with the deadlines of course work for which you're seeking a deferral.

- **Illness or accident:** If you were hospitalized, too ill to continue studies, or missed an extended period of classes due to illness, your physician must complete the *Student Medical Certificate* form stating your inability to continue your studies. The *Certificate* is available from the Social Work Student Services Office or online at http://www.uregina.ca/student/registrar/assets/docs/pdf/forms/medical_certificate.pdf
- **Death in the immediate family:** You must provide an obituary or death certificate.
- **Illness/accident of immediate family member:** If you needed to provide care to an immediate family member due to an unexpected illness or accident, the physician must complete the *Student Medical Certificate* form (see above) accordingly.
- **Breakdown of marital relationship:** Proof that you and your partner separated is needed, such as a letter from a lawyer or counsellor, bank statements, etc.
- **Jury duty:** Please supply the letter advising you've been selected and are required to attend.
- **Involuntary job change:** If you've been transferred out of your location of study (e.g. Regina, Saskatoon) involuntarily you must supply a letter, on company letterhead, from your employer, confirming the date of the move.

Documentation must be submitted for the application to be considered complete. Incomplete applications cannot be approved. The deadline to submit documentation is three days after the scheduled final exam. If the appropriate documentation has not been submitted by that date, unless you contact the office and demonstrate extenuating circumstances, your request for a deferral will be denied.

Approval of Deferrals:

For a deferral request to be approved you must be in good standing in the course; that is, you must have a reasonable chance of passing the course, if a deferral were granted. Your course instructor will be asked to verify that this is the case.

In the Faculty of Social Work, deferral requests are approved by the Associate Dean. As soon as a decision has been made, the Social Work Services Office will notify you and the instructor in writing.

Questions?

You may contact a Faculty of Social Work Academic Program Advisor to discuss any concerns you have.

Submit Deferral Requests to:

sw.studentservices@uregina.ca