



## 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 term assignments and/or final examinations may be granted based on extenuating circumstances beyond your control (ex., illness, accident, or other extreme circumstances).

### Applying for a Deferral:

If you are unable to complete course work before the end of the term, please notify your course instructor as soon as possible. It is also recommended that you discuss your deferral with an advisor.

To apply for deferral, an [Application for Deferral of Term Work and/or Final Exam](#) form must be completed and submitted to Student Services. Requests for deferrals must be received within 3 days of the scheduled final exam. Please be aware that any requests received more than three days after the scheduled final exam will be denied.

### Supporting Documentation:

Supporting documentation must be submitted as a part of the deferral application process and must clearly indicate dates involved. These dates should correspond with the course work deadlines for which you are 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 regulated health professional or licensed practitioner must complete the [Student Health Certificate](#) form stating your inability to continue your studies.
- **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 Health Certificate](#) 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 deferral application to be considered complete. Incomplete applications will not 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, your request for a deferral will be denied.

### Approval of Deferrals:

Students seeking a deferral must be in good standing of the course; this means there must have a reasonable chance of passing the course if a deferral were granted. As a part of the approval process, your course instructor will be consulted and asked to verify their support of the deferral as well as your standing in the course.

Deferral requests in the Faculty of Social Work are approved by the Associate Dean. Social Work Services will notify you and the instructor in writing once a decision has been made.

### 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](mailto:sw.studentservices@uregina.ca)