University of Regina

Undergraduate Student Application for Deferral of Term Work and/or Final Exam

Student Information (Please Print) - to be completed by the student

Last Name	First Name	U of R Student ID (9 digits)

Student's Primary Academic Unit	Student's Campus or Federated College	Term for Deferral:	Year:

Course Information ➜ **Complete a form for *each course* in which you are requesting a deferral**

CRN	Subject	Course Number	Section	Credit Hours ➜	Nature of work to be deferred

REASON   SUPPORTING DOCUMENTATION

Acceptable documentation in support of a deferral is included in the Academic Regulations section of the Undergraduate Calendar (https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/index.html)

* Please explain reason for needing a deferral:

▽ Requests for the deferral of course work that are made after the scheduled final exam date of a class are subject to the approval of the dean (or designate). Requests must be received within 3 business days of the scheduled final exam date or they will be denied. Submit this completed form to your faculty, federated college, or academic unit.

▽ Deferrals only count as class registration in the original term of registration and cannot be used to achieve full-time status in a subsequent term.

Your personal information is collected under the authority of the University of Regina Act, and in accordance with the Local Authority Freedom of Information and Protection of Privacy Act (Saskatchewan) and the Personal Information Protection and Electronic Documents Act (Canada), for the purpose of an Application for Deferral of Term Work and/or Final Exam. If you have any questions about the collection, use, or disclosure of this information by the University, please contact the Head, Access to Information and Protection of Privacy, (306) 585-5545.

	✔ Check Box *Agree* ➜ If a deferred exam is granted, I agree to write at the time and date provided.	**Office Use Only** - new time and date
Signature of Student DD-MMM-YYYY		on: ___ Time DD-MMM-YYYY

▷ The University of Regina's official means of communication is through email to your University of Regina email account.

DECISION - to be completed by the student's faculty, federated college, or academic unit

Name of instructor: _____ Printed name	Original final exam date: _____ DD-MMM-YYYY	Request was received within 3 business days of the final exam: ➜ ☐ Yes ☐ No

Supporting documents received _____ DD-MMM-YYYY	Adequate / Not adequate	Instructor consulted: _____ DD-MMM-YYYY	☐ In Good Standing / ☐ Not in Good Standing	Application decision:	☐ Approved / ☐ Denied ➜	☐ Instructor Notified

Interim Grade. New deadline for completion, in the term following the deferral:

☐ **DE** - Term Work and/or Final Exam
➡ NP (Not Passed) grade if DE not completed

☐ **IN** - Term Work Only
➜ ☐ Enter the final grade for IN if course is not completed.

Fall class: ___ ___
Winter class: ___ ___
S/S class: ___ ___

*Dean (or designate) may extend a deferral up to the end date of the following term in which the class was taken. A deferral for a fall course, for example, may be extended to the end of the winter term.
*Please notify the RO of any change to a previously approved completion deadline.

▷ If the course you are approving is not within your academic unit please consult the department head of the course.

✔ Check to confirm approved application has been sent to the Registrar's Office.

➡ DE and IN grades entered by the RO are displayed on the DOME class list.

➜ Scan and upload the form to URDocs (except CCE).
➜ CCE-Scan and email the form to the RO at UofR.Grades@uregina.ca.

Signature of Dean, Director, or Designate of the student   DD-MMM-YYYY

Dean's notes:

April 2024