

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

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)