

Bachelor of Health Sciences (Honours) Program
REQUEST FOR EXAM DEFERRAL
Queen's University

Bachelor of Health Sciences (Honours) Program Office

bhsc@queensu.ca

613-533-2566

Botterell Hall, Room 553

18 Stuart Street

Kingston, ON

K7L 3N6

For students who wish to request a deferred examination, the instructor may require a written appeal and/or medical certificate or other documentation that demonstrates extenuating circumstances. Permission may be granted to postpone an examination for up to one year, and should be given to the student in writing. The mark IN along with a numeric mark should be entered when the instructor has given the student permission to write a deferred examination. If the instructor does not submit a revised mark within one year, the notation IN will be removed and the interim mark will become the final mark for the course. Any further deferrals will require an appeal to the Office of the Associate Dean (Studies).

Name:	<input type="text"/>	Level of Study:	<input type="text"/>
Student #:	<input type="text"/>	Learning Track: (if Applicable)	<input type="text"/>
Email:	<input type="text"/>		
Course:	<input type="text"/>		
Term:	<input type="text"/>		
Instructor:	<input type="text"/>		

Having been granted permission to write an examination at a time other than the regularly scheduled time, I hereby confirm that I will not undertake any form of communication concerning the examination with anyone at any time. I understand that any breach of the terms of the Confidentiality Agreement shall be regarded as a **serious academic offense** and may result in academic sanctions and in disciplinary proceedings.

Student Signature:	<input type="text"/>	Date:	<input type="text"/>
Instructor Signature:	<input type="text"/>	Date:	<input type="text"/>
Associate Director (Studies) Signature:	<input type="text"/>	Date:	<input type="text"/>