## 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 815 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 a period no later than the end of the following academic term and should be given to the student in writing. If the student's interim grade is a fail, the mark IN should be entered when the instructor has given the student permission to write a deferred examination. If the student's interim grade is other than an F, then the student's interim grade should be entered. If the instructor does not submit a revised mark by the end of the next academic term either the interim grade will stand or the IN notation will be removed and a grade of F will become the final mark for the course. Any further deferrals will require an appeal to the Associate Director (Studies).

Name:	Level of Study:
Student #:	Learning Track: (if Applicable)
Email:	(if Applicable)

Course:		
Term:		
Instructo	or:	

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:	C	Date:
Instructor Signature:	Γ	Date:
Associate Director (Studies) Signature:	C	Date:

The personal information collected on this form is collected under the legal authority of the Royal Charter of 1841, as amended. The information collected will be used to make a decision regarding your appeal and to provide a response. This information will be retained for a minimum of five years in accordance with the Queen's Records Management Policy, 2003. If you have any questions or concerns about the information collected or how it will be used, please contact the *Bachelor of Health Sciences (Honours)* Program Office at <u>bhsc@queensu.ca</u>.