



## Request for Out-of-Time Final Examination

**Exam must be completed within the exam period** (use Standing Deferred form if you cannot write the exam during the exam period).

**Directions to students:**

- Complete Part A of this form and bring it to the Dean’s Office for further processing of Part B and C.
- Refer to the policy and procedure on the reverse page.

**Part A: To be completed by the student** (supporting documentation is required)

Student name:	Student number:
Student email:	Date:
Professor:	Phone:
Course and section number (e.g. MGMT 100 001):	
Scheduled date and time of the examination:	

<b>Reason for request</b> (please provide a detailed explanation):
If you are submitting your request via email, you must provide the original medical or other documentation to the Dean’s Office ASAP.

Student signature:	Date:
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\*Email submission of this request is accepted in lieu of student signature.



**Part B: To be completed by the Dean or Designate of the Faculty of Management**

<input type="radio"/> Consulted with course instructor	
<input type="radio"/> Request approved	<input type="radio"/> Request denied

<b>Reason for denial:</b>

Signature of Dean or Designate:	Date:
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**Policy on Out-of-Time Final Examinations**

See Academic Concession: <http://www.calendar.ubc.ca/okanagan/?tree=3%2C48%2C0%2C0>

Students will not be permitted to apply for out-of-time final examinations except under the following circumstances:

- Representing the University, the province, or the country in a competition or performance;
- Serving in the Canadian military;
- Observing a religious rite;
- Working to support oneself or one’s family; and
- Having responsibility for the care of a family member.

Unforeseen events include, but may not be limited to: ill health or other personal challenges that arise during a term and changes in the requirements of an ongoing job.

Students who intend to apply for out-of-time final examinations for one of the above reasons must submit a request to the Dean's Office.

If students have missed a final examination because of a medical condition or some unforeseen circumstance, they must bring a copy of the out of time final examination form to the Dean's Office for approval. Requests should be submitted within 48 hours of the missed examination and must include appropriate documentation to support the request. If approved at the Dean's Office, the professor will be notified to determine when the out of time exam will take place (in consultation with the student). Once the professor has approved and signed the form, both the professor and the student will be notified (via email confirmation) that the request has been approved and the arrangements that have been scheduled to write the final examination.



Religious observance may preclude attending classes or examinations at certain times. In accordance with [UBC Policy 65](#), students who wish to be accommodated for religious reasons must notify their instructors in writing at least two weeks in advance, and preferably earlier.

Students having two exams scheduled at the same time or 3 exams scheduled within a 24-hour period should complete a request for out-of-time final examination form and submit it to the appropriate Dean's Office for processing.

If approved by the Dean's Office, rescheduling of the final examination is the responsibility of the professor in consultation with the student. **Whenever possible the rescheduled exam should be slated for a time after the regularly scheduled examination.**

**Part C: To be completed by professor**

The professor is responsible for arranging an alternative time for the final examination in consultation with the student.

Date:	Time:	Building:
Invigilator:		Room:
Professor's signature:		Approval date:

Personal Information ("Information") provided on this form is collected pursuant to section 26 of the *Freedom of Information & Protection of Privacy Act (the "Act")*, R.S.B.C. 1996, c.165 for the purpose of processing your request for an out-of-time final examination. The Information will be used and shared within UBC in accordance with the Act. Any questions regarding the collection of the Information may be directed to the Faculty of Management at fom.bmgt@ubc.ca