



Request for Out-of-Time Final Examination

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

Directions to students:

- Complete Part A of this form and email it to the Academic Programs Office(APO) at fom.bmgt@ubc.ca.
- Refer to the policy and procedure on the second page.

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

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

Reason for request (please provide a detailed explanation):
If you are submitting your request via email, you must submit relevant medical or other documentation to the APO as soon as possible.

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

Reason for denial:

Signature of Dean or Designate:	Date:
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THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Management

Okanagan Campus

Academic Programs Office

EME 4145

1137 University Way

Kelowna, BC V1V 1V7

fom.bmgt@ubc.ca

Policy on Out-of-Time Final Examinations

See Academic Concession: <https://okanagan.calendar.ubc.ca/campus-wide-policies-and-regulations/academic-concession>

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 cultural or religious rite;
- working to support oneself or one's family;
- having responsibility for the care of a family member;
- unforeseen events.

Religious observance may preclude attending classes or examinations at certain times. In accordance with [UBC Policy](#), students who wish to be accommodated for cultural or religious observances must notify the Dean's office in writing at least two weeks in advance, and preferably earlier.

Students who have two exams scheduled at the same time, or three exams scheduled within a 27-hour (inclusive) period, should complete a request for out-of-time final examination form and submit it to the Dean's Office for processing.

Students who arrive late to a final exam and are not admitted, must report to the Dean's office immediately. Students who intend to apply for out-of-time final examinations for one of these reasons must submit a request to the Dean's Office. Requests should be submitted within 48 hours of the missed examination and must include acceptable documentation to support the request (i.e., a doctor's note that states simply that the patient was seen is unacceptable).

If approved by the Dean's office, rescheduling of the final examination is normally the responsibility of the instructor in consultation with the student; however, the Dean's office may arrange for the student to write the exam with another instructor. **Whenever possible the rescheduled exam should be slated for a time after the regularly-scheduled examination.**

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