



REQUEST FOR OUT-OF-TIME FINAL EXAMINATION

DIRECTIONS TO STUDENTS:

Complete STEP 1 of this form and give it to your Professor who will complete STEP 2. Submit the signed form to the Dean's office in CCS 323 for final approval. Refer to the policy and procedure on page 2.

STEP 1: To be completed by Student (Note: Save form before filling out and printing)

Date of submission:

Student Name:	Student Number:
Email Address:	Session and Term: (e.g. W2018 T1)
COURSE & SECTION NUMBER:	Professor:
Officially Scheduled Date and Time of the Examination:	
Reason for Request: (Attach medical certificate or other documentation.)	

STEP 2: To be completed by Professor

The professor is responsible for arranging an alternative time for the final examination in consultation with the student within the exam period for that term.

Date:	Time:
Room:	Invigilator:
<input type="checkbox"/> Request Denied Reason for Denial:	

Professor: _____ Signature: _____ Date: _____

STEP 3: To be completed by the Associate Dean, Undergraduate Studies, FCCS

<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied
Reason for Denial:

Dean or Designate: _____ Signature: _____

Date: _____

Policy on Out-of-Time Final Examinations

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

- a medical condition
- emotional or other problems
- religious observance

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 their professor to determine when the out of time exam will take place. Requests should be submitted within 48 hours of the missed examination and must include appropriate documentation to support the request. Once the professor has signed the form students must take it to the Dean's Office for final approval. The student and the professor will be notified when a decision has been made.

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 Dean's Office for processing.

If approved by the Dean's office, CCS 323, 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 but within the exam period for that term.**

Personal Information ("Information") provided on this form is collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act (the "Act"), R.S.B.C. 1996, c.165 for the purpose of processing your request for a letter of permission. 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 Creative and Critical Studies, lacia.vogel@ubc.ca.

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