



## REQUEST FOR OUT-OF-TIME FINAL EXAMINATION

- Complete all of Part A below
- Bring completed form to the Dean's office (ASC 413) or email it to: [fass.students.ubco@ubc.ca](mailto:fass.students.ubco@ubc.ca)
- Refer to the policy and procedure on page 2.

### Part A: to be completed by the student

Date

Student Number:

Student Name:

Student Email:

Degree:

Course & Section Number:

Major:

Instructor:

Official Scheduled Date & Time of the Examination:

**Reason for Request:**

(Please provide a detailed explanation. Submissions are processed only after original supporting documentation is received.)

Student's signature

Date

\*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 in which student is enrolled**

Request approved

Request denied

Reason for denial:

Signature of Dean or Designate

Date

**Policy on Out-of-Time Final Examinations**

Requests for out-of-time final examinations will not be approved except for 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 24-hour 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.**

Your personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). Questions about the collection and use of this information may be directed to [fass.students.ubco@ubc.ca](mailto:fass.students.ubco@ubc.ca)