



Request for a Deferred Examination

Students should be aware that deferred examinations are granted only for compelling reasons, verified and accepted by the Student Affairs Office. Supporting evidence such as an appropriate medical note is required. If the request is approved, an L will appear in place of a grade. The grade obtained in the deferred examination will replace the grade of L on the official transcript.

Deferred exams in **Non-Music courses** will be held in early May, while deferred exams in Winter courses will be held in August. It is your responsibility to check the date, time and place of each of your examinations. For details consult the examinations website at www.mcgill.ca/student-records/exam.

N.B.: The format of the deferred exam will not necessarily be identical to the final exam of the same course. Students are responsible for contacting the professor of the course should they require information about the deferred exam format.

Deferred exams in **Music Academic courses** will be given at the discretion of the instructor. It is the student's responsibility to contact the instructor.

Deferred exams in **Practical Examinations** must be approved by the Performance Departmental Chair. Students who defer a practical examination must re-apply for that examination which must be taken in the next available examination period. In this instance, a grade of L will not be recorded.

If you are unable to write your deferred exams, e.g. due to illness or family affliction, immediately contact your Student Affairs Office to initiate a withdrawal from the deferred exam(s). Deferred exams cannot be written at a later date. If the withdrawal is not approved, a final grade of 'J' (absent) will be entered, and will count as a zero in your TGPA/CGPA.

I certify that all documentation and information I have provided is accurate, that I am committed to writing the deferred exam(s), and that I have read and understood the information above. I also understand that future requests for deferred exams may be refused.

STUDENT INFORMATION – Please Print

First Name: _____ Last Name: _____

Degree: _____ Major: _____

Student No.: _____ Telephone No.: _____

E-Mail: _____

Signature: _____ Date: _____

COURSE INFORMATION

	CRN	SUBJECT	COURSE NO.	SECTION	TERM
1.	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 2px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 2px;"></div>	<div style="border: 1px solid black; width: 120px; height: 20px; margin: 2px;"></div>
2.	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 2px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 2px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 2px;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 2px;"></div>	<div style="border: 1px solid black; width: 120px; height: 20px; margin: 2px;"></div>

<<< For Office Use Only >>>

Approved ☐ Refused ☐

Academic Course ☐ (Adviser's signature only)

Practical Exam ☐ (Performance Chair's signature only)

Senior Student Adviser: _____ Date: _____

Performance Chair: _____ Date: _____

Processed: _____ Date: _____