University of Waterloo  
Department of Economics  
Request for Deferred Final Examination  
(You must complete a separate request for each deferred exam)

Surname (Family Name) ____________________________ Given Name _____________________________  
UW Student ID _______________________ Phone (_____) ________________________________________  
UW Email Address _________________________________________________________________________  
Year _________ ☐ Fall ☐ Spring ☐ Winter  
Course: ECON _______________ Section ______________  
Instructor ________________________________________________________________________________  

Instructor’s Check List  
☐ final exam schedule incomplete  
☐ term marks incomplete  
☐ VIF medical note missing  
☐ past deferred exam info missing  
☐ reason for request missing  
☐ course outline missing  
☐ signature and date missing  
☐ other _____________________________________________  

Date Received ____________________

*Important*
- Please make a photocopy of your own supporting documents before handing in the original copy. The Economics Undergraduate Office is not responsible for photocopying your documents.
- If your request is approved, you must be available to write your exam until the end of the final exam period.

Instructions
2. Submit to your course instructor within 48 hours after the missed exam the following documents (no email/fax):
   a. This request form (fully completed, dated, and signed).
   b. UW Verification of Illness (VIF) form,
   c. Printed copy of the course outline (see http://economics.uwaterloo.ca/courses),
   d. Printed copy of the latest (unofficial) Quest transcript (give an explanation if not available, do not just skip it).
3. Write legibly and do not leave any section unanswered (use “N/A” if not applicable, with explanations). Take time to complete the form carefully as requests with missing information will not be accepted or even denied.
4. A separate request is required for each missed exam; for example, two missed exams require two request forms, each with complete documentation (an original VIF and a copy).
5. You will be notified at your UW email address of whether you request is approved or denied. Make sure that you check mail at the right email address. If approved, you will need to contact your course instructor for the specific date, time and location information of the deferred exam.
6. Approval is not automatic. Requests are likely to be viewed less favourably in the following situations:
   a. Patterns of past behaviour are considered as part of this process; repeated requests for deferred exams suggest underlying challenges that will not be best served by further deferrals.
   b. Elective arrangements (such as travel plans) are not acceptable grounds for requesting deferred exams.
   c. Missing or incomplete documentation.
   d. Contradictory information (e.g. write one exam but not other on the same day without explanation).
   e. Lack of evidence of course work, class attendance, marks during the term.
1. Final Exam Schedule
Provide a complete record of the final exam schedule for all courses enrolled in this term (not just Economics). Answer accurately and do not skip any section. Missing or contradictory answers might result in your request being denied. Here’s an example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Day of Week</th>
<th>Date</th>
<th>Start-End Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 128-002</td>
<td>Mon</td>
<td>Apr 15</td>
<td>1:00-3:30 pm</td>
<td>Completed</td>
</tr>
<tr>
<td>ECON 101-005</td>
<td>Tue</td>
<td>Apr 19</td>
<td>7:30-9:30 pm</td>
<td>Request DFE</td>
</tr>
<tr>
<td>CS 100-003</td>
<td>Wed</td>
<td>Apr 20</td>
<td>9:30-12:00 am</td>
<td>Request DFE from Math</td>
</tr>
<tr>
<td>ECON 301</td>
<td>Sat</td>
<td>Apr 22</td>
<td>9:30-12:00 am</td>
<td>To write</td>
</tr>
<tr>
<td>ENGL 109</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>No exam</td>
</tr>
</tbody>
</table>

Course: enter course and section number.
Final Exam Schedule: enter day of week, date, start and end time; enter “N/A” for a course with no final exam.
Status: Completed: You have already written the final exam for this course.
Request DFE: You are requesting a deferred final exam for this course.
To write: You will write the final exam for this course (you do not need a deferred exam).
No exam: This course has no final exam.
N/A: Provide explanation if none of the above applies (attach additional pages if needed).

2. Current Earned Marks
Provide a complete record of all term work, marking scheme in the course outline, and current earned marks in your course. Answer accurately and do not skip any section. Missing or contradictory answers might result in your request being denied. Here’s an example:

<table>
<thead>
<tr>
<th>Course Work</th>
<th>Mark (%)</th>
<th>Wt (%)</th>
<th>Mark x Wt</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>70%</td>
<td>10%</td>
<td>7.00%</td>
<td>completed</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>68%</td>
<td>10%</td>
<td>6.80%</td>
<td>completed</td>
</tr>
<tr>
<td>Midterm 1</td>
<td>n/a</td>
<td>0%</td>
<td>0.00%</td>
<td>sick (allowed to transfer 15% to final)</td>
</tr>
<tr>
<td>Midterm 2</td>
<td>78%</td>
<td>15%</td>
<td>11.70%</td>
<td>completed</td>
</tr>
<tr>
<td>Term Paper</td>
<td>n/a</td>
<td>10%</td>
<td>0.00%</td>
<td>submitted, still being marked</td>
</tr>
<tr>
<td>Final Exam</td>
<td>n/a</td>
<td>40%+15%=55%</td>
<td>0.00%</td>
<td>final to write (allowed increase from 40% to 55%)</td>
</tr>
<tr>
<td>Sum</td>
<td>100%</td>
<td></td>
<td>25.50%</td>
<td>current earned mark</td>
</tr>
</tbody>
</table>

Course Work: assignments, midterms, terms paper, final, etc.
Marks (%): course marks you currently earned (do not skip any item as blanks will be read as zero marks)
Wt (%): weights in course outlines (include transfer of weight only if allowed by instructor)
Mark x Wt: multiply Mark by Wt (enter 0% for blanks)
Status: status of course work including transfer of weight allowed by instructor
Sum: current earned mark is the sum of the columns Mark x Wt

Students should contact their instructor to find out about missing marks if they did not pick up their returned course work during the term. These marks are verifiable evidence that they have done course work during the term.
3. Past ECON Deferred Final Exams
Provide a complete record of all previous ECON deferred final exams that you have been approved to write. Answer accurately and do not skip any section. Missing or contradictory answers might result in your request being denied (attach additional pages if needed). Here is an example:

<table>
<thead>
<tr>
<th>Term &amp; Year</th>
<th>Course &amp; Sect</th>
<th>Date To Be Written</th>
<th>Date Actually Written</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Fall 2012</td>
<td>ECON 230-001</td>
<td>Jan xx, 2013</td>
<td>did not write</td>
<td>FTC (failed to complete)</td>
</tr>
</tbody>
</table>

Past ECON Deferred Final Exams
☐ Check this box and skip the table if you never had a deferred final exam before.

<table>
<thead>
<tr>
<th>Term &amp; Year</th>
<th>Course &amp; Sect</th>
<th>Deferred exam to be written on</th>
<th>Deferred exam actually written on</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
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<td></td>
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</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td></td>
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</tr>
</tbody>
</table>

4. Reasons for Request
State the reasons for submitting this request (attach additional pages if needed).

☐ Check this box if you prefer to type on your own paper and attach it to this form.

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Student’s Signature _____________________________________________ Date ________________________
5. Instructor’s Comments

☐ Positive  ☐ Negative  ☐ No Recommendation

Instructor: please verify the accuracy of the current earned marks on page 3 including permissions to transfer weights of missed midterms/assignments/course work to the final exam

______________________________________________________________________________________________
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______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Instructor’s Signature ___________________________ Date Reviewed ________________________

Department Use Only

Date Dept. Received ___________________________ ☐ Granted FED _____________ INC _____________
Date Student Notified ___________________________ ☐ Denied FEW _____________ CEM _____________

______________________________________________________________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Review Committee ___________________________ Date ______________________________