

**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 \_\_\_\_\_ UW Email Address \_\_\_\_\_

Year \_\_\_\_\_  Fall  Spring  Winter Course: ECON \_\_\_\_\_ Section \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

**\*Important\***

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

**Instructions**

1. Read <https://uwaterloo.ca/economics/undergraduate/resources-and-policies/deferred-final-exam-policy>.
2. Within two business days after the missed exam, submit via email the required documentation listed below to the Economics Support Services Coordinator at [econdefexam@uwaterloo.ca](mailto:econdefexam@uwaterloo.ca).
  - a. This electronic request form (fully completed, dated, and electronically signed)
  - b. A scan of your UW Verification of Illness (VIF) form or other suitable documentation depending on the circumstances.
3. Take time to complete the form carefully as requests with missing information will not be processed. If necessary, use "N/A" if not applicable, with explanations.
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). If applicable, you may email the multiple request forms in the same email.
5. You will be notified of the decision on your request at your UW email address. It is your responsibility to check your UW email regularly and ensure your account is working properly.
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 another on the same day without explanation).
    - i. *Should this be the case, your request may be forwarded to the Associate Dean, Undergraduate Students for a potential Policy 71 violation.*
  - e. Lack of evidence of course work and/or class attendance marks during the term.

**DEPARTMENT USE ONLY**

Date received _____	Granted <input type="checkbox"/> Denied <input type="checkbox"/>	INC? _____
Documentation received _____	Committee signature: _____	Date notified _____
Grades confirmed _____	_____	Date to write _____
Instructor initials _____	Comments: _____	

## 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:

	Course	Day of Week	Date	Start-End Time	Status
1	MATH 128-002	Mon	Apr 15	1:00-3:30 pm	Completed
2	ECON 206-002	Tue	Apr 19	7:30-9:30 pm	Request DFE
3	CS 100-003	Wed	Apr 20	9:30-12:00 am	Request DFE from Math
4	ECON 391-001	Sat	Apr 22	9:30-12:00 am	To write
5	ENGL 109	N/A	N/A	N/A	No exam

**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).

### Final Exam Schedule

	Course	Day of Week	Date	Start-End Time	Status
1					
2					
3					
4					
5					
6					

## 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:

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

**Course Work** assignments, midterms, term papers, 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.

**Current Earned Marks**

	Course Work	Mark (%)	Wt (%)	Mark x Wt	Status
1					
2					
3					
4					
5					
6					
	Sum				Current Earned Mark

**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:

	Term & Year	Course & Sect	Date To Be Written	Date Actually Written	Status
1	Winter 2018	ECON 101-004	Aug xx, 2018	Aug xx, 2018	Completed
2	Winter 2018	ECON 102-001	Aug xx, 2018	Dec xx, 2018	Completed
3	Fall 2018	ECON 231-001	Jan xx, 2019	did not write	FTC (failed to complete)

**Past ECON Deferred Final Exams**

Check this box and skip the table if you never had a deferred final exam before.

	Term & Year	Course & Sect	Deferred exam to be written on	Deferred exam actually written on	Status
1					
2					
3					

**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 \_\_\_\_\_