

PETITION FOR SPECIAL CONSIDERATION: REQUEST FOR DEFERRED EXAMINATION (FORM B)

GENERAL INFORMATION

- Once a student has completed an examination, no special consideration will be granted.
- A student who misses an examination because of compelling medical or personal reasons may submit a Petition for Special Consideration: Request for Deferred Examination (Form B) to the School of Nursing, within five working days of the missed examination. **Approval of the requests is not guaranteed.**
- If the reason is medical, the approved [McMaster University Medical Form](#) must be used. The student must be seen by a doctor at the earliest possible date, normally on or before the date of the missed exam and the doctor must verify the duration of the illness. Relief will not be available for minor illnesses. If the reason is non-medical, appropriate documentation with verifiable origin covering the relevant dates must be submitted, normally within five working days.
- If the deferred examination is granted, the student will be informed officially by means of the notation DEF which will appear against the relevant course on the student's academic record.
- Deferred examinations are written during the next official University deferred examination period. Deferred examinations (with the exception of certain professional practice courses) must be written during the deferred examination period as follows. Exact dates can be found in the McMaster University Undergraduate Calendar under Sessional Dates.
 - **December exams** (for Fall term courses) will be written during Winter term break in February,
 - **April exams** (for Winter term course) will be written in late June,
 - **Spring/Summer exams** will be written during the Fall term break in October
- Deferred exams for the following professional practice courses may be scheduled outside of the deferred exam period as these exams are arranged individually for each student. The Level Lead/Coordinator will arrange the deferred exam and notify the student of the new schedule.

Basic (A) stream: NURSING 1I02, NURSING 1J02	Accelerated (F) stream: NURSING 2U04
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- Students who have been granted more than one deferred examination may be required by the School of Nursing to reduce their course load during the term in which the deferred examinations are being written. The decision on a reduced load will be made and communicated with the decision on the request for deferred examinations.
- At the discretion of the School of Nursing students who have been granted one or more deferred examinations, may not be allowed to enroll in a subsequent term until all deferred examinations have been completed and the Academic Standing calculated. Students will be notified of this decision by the Program Office.
- Students who will be living more than 160 kilometers from Hamilton during the deferred examination period and wish to write their approved deferred examination at an institution other than McMaster must submit a Request to Write Deferred Examination Off-campus Form at least 15 working days prior to the deferred examination period.
- The authority to grant any petitions lies with the School of Nursing and is discretionary. It is imperative that students make every effort to meet the originally-scheduled course requirements and it is a student's responsibility to write examinations as scheduled. **Approval of the requests is not guaranteed.**
- Petition for Special Consideration decisions are final. In accordance with the Student Appeal Procedures, decisions made on *Petitions for Special Consideration* cannot be appealed to the Senate Board for Student Appeals. If a student feels their human rights have been violated, the student may contact the [McMaster Equity and Inclusion Office](#) in Room 212 of the McMaster University Student Centre, to initiate a complaint.

GUIDELINES FOR COMPLETING THIS FORM

- This form must be fully completed by the student and **must be accompanied** by supporting documentation (see above). Please submit the form and documentation to the appropriate site:
 - Mohawk & McMaster site students – BScN Academic Advising Services via email (bscnadvising@mcmaster.ca) or fax (905-570-0667)
 - Conestoga site students – BScN Academic Advisor at Conestoga via email (bscnadvising@conestogac.on.ca) or fax (519-748-3562)

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STUDENT INFORMATION

Student Name: _____ **McMaster Student #:** _____
McMaster Email Address: _____@mcmaster.ca **Telephone Number:** _____
Site: McMaster Mohawk Conestoga **Level:** 1 2 3 4
Program Stream: Basic (A) Post RPN (E) Accelerated (F)

COURSE INFORMATION

Please list the course(s) for which you are requesting a deferred final examination (attach extra pages if more space is needed):

COURSE CODE	TERM	EXAM DATE & TIME
1.	20____ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer	
2.	20____ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer	
3.	20____ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer	

REASON FOR REQUESTING A DEFERRED FINAL EXAMINATION

Please outline the reason(s) you are requesting a deferred final examination for the above listed courses (attach extra pages if more space is needed):

- I have read and understand the McMaster Deferred Final Examination (Form B) policies and guidelines.
- I understand that, if granted, my deferred exam(s) must be written on the assigned date and cannot be subsequently deferred again.
- I have attached supporting documentation and have clearly explained the circumstances of my request.

I verify that the information contained in this package is complete and valid. I acknowledge that submitting false or misrepresentative medical certificates or other documentation in support of requests for concessions on academic work or deadlines is considered to be Academic Dishonesty under the University's policy on Academic Integrity, and that offences will be dealt with by following procedures set out in the University's Academic Integrity Policy.

Student signature: _____ **Date:** _____

FOR OFFICE USE ONLY

- APPROVED DENIED Academic Advisor: _____ Date: _____
- LEAD(S)/COORDINATOR NOTIFIED: _____ Date: _____
- DATABASE & MOSAIC UPDATED _____ Date: _____
- EMAIL SENT TO STUDENT _____ Date: _____