



Application for a Deferral or Short Extension of In-course Work

To defer a formally scheduled exam, please refer to the Registrar's Office: carleton.ca/registrar/deferral/

COMPLETE AND SIGN THIS FORM BEFORE THE DUE DATE – SUBMIT TO THE RELEVANT INSTRUCTOR*

Student Name:

Student Number:

Course Number and Section (e.g. LAWS 1001 A):

Instructor Name:

I wish to apply for an extension for (please indicate relevant assignment or test):

Indicate length of extension requested:

I have PMC accommodations: **YES** **NO**

Please provide detailed reasons for requesting an extension:

* Please note: Instructors may require that students request deferrals or extensions through another medium or process. For guidance, please consult with your course outline, TA or instructor, as needed.

Applicant Declaration:

I declare that the information provided by me above is true and complete. I acknowledge that the University reserves the right to confirm the information provided. I understand and acknowledge that providing false or misleading information in order to avoid or delay the submission of work or to avoid an exam is a violation of section VI.4 of the Academic Integrity Policy and a formal Academic Integrity investigation will be launched.

I acknowledge that the instructor reserves the right to require documentation at their discretion and that they are not obligated to honour this Declaration or grant a deferral or extension to me. This Declaration may be shared with the faculty and administration of Carleton University to prevent abuse of this declarationsystem. The information provided will not be used for any purposes other than those stated unless the applicant provides express written consent.

Student signature:

Date:

Decision

Instructor Name

Approved

Not Approved

Note: