

Please use this form to request deferrals for any missed course work.

Requests dealing with midterm exams, assignments or other term work should be sent to your instructor.

Requests dealing with final exams should be sent to the Registrar's Office with a deferral application ([carleton.ca/registrar/deferral](http://carleton.ca/registrar/deferral))

Please complete in full.

Student name:
Carleton email address:

Student number:
Telephone:

Program:
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Date(s) of missed course component (exam, assignment, course work):
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Date of Onset:
Anticipated Date of Recovery:

Nature of issue (Optional): <i>ex. cold, fever, self-isolation, personal health concern or other</i>
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Please indicate the impacted course(s):
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**Declaration (please read and check each box):**

- I certify that I missed the scheduled course component(s) listed above for the reason 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 am using this form as a self-declaration that I was unable to complete the scheduled course components listed above.
- I am confirming that I am notifying the Instructor or applying for a deferral of a final exam as soon as I was able.
- I understand that deferring the course components listed above may result in a negative impact to my academic performance. I will consult with an academic advisor as needed and be sure that I am aware of the academic withdrawal deadline and, as always, assess my continuation in my courses before that deadline.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

By submitting this form, you acknowledge that you have read the following [privacy notice](#).

Office Use Only