

This form may be used to support a request to defer a formally scheduled final examination or take-home examination due to short-term incapacitation (illness, injury, or extraordinary circumstances beyond a student's control), normally lasting no longer than 5 days. This form replaces the need for a medical note or supporting documentation. It must be submitted with a deferral application (carleton.ca/registrar/deferral) no later than 3 days after the scheduled examination or take-home due date. Please complete this form in full.

Student name:	Student number:
Carleton email address:	Telephone:
Program:	

Couse code(s) and sections(s): (e.g. PSYC 1001A)
Date(s) of missed formally scheduled exam(s) or due date(s) of take-home exam(s):
Nature of issue (Optional): ex. cold, fever, self-isolation, personal health concern or other

Declaration (please read and check each box):

- I certify that I missed/will miss the scheduled course component(s) listed above due to short-term incapacitation as described above. 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 is subject to an Academic Integrity review.
- 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.
- I certify that I have read all of the above information and followed all of the steps indicated.

Student Signature: _____ Date: _____

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

Office Use Only
