



## REQUEST FOR OUT-OF-TIME FINAL EXAMINATION

### Policy on Out-of-Time Final Examinations

Requests for out-of-time final examinations will only be reviewed if it falls under one of the following circumstances:

- representing the University, the province, or the country in a competition or performance;
- serving in the Canadian military;
- observing a cultural or religious rite;
- working to support oneself or one's family;
- having responsibility for the care of a family member;
- unforeseen events. (i.e. ill health or other personal challenges)

Religious observance may preclude attending classes or examinations at certain times. In accordance with [UBC Policy](#), students who wish to be accommodated for cultural or religious observances must notify the Dean's office in writing at least two weeks in advance, and preferably earlier.

Students who have two exams scheduled at the same time, or three exams scheduled within a 24-hour period, should complete a request for out-of-time final examination form and submit it to the Dean's Office for processing.

Students who arrive late to a final exam and are not admitted, must report to the Dean's office immediately.

Students who intend to apply for out-of-time final examinations for one of these reasons must submit a request to the Dean's Office. Requests should be submitted within 48 hours of the missed examination and must include acceptable documentation to support the request (i.e. a doctor's note that states simply that the patient was seen is unacceptable). **Initiating a request for an Out of Time Final Examination does not ensure the concession will be approved.**

If approved by the Dean's office, rescheduling of the final examination is normally the responsibility of the instructor in consultation with the student; however, the Dean's office may arrange for the student to write the exam with another instructor. **Whenever possible the rescheduled exam should be slated for a time after the regularly-scheduled examination.**

### Irving K. Barber Faculty of Science Policy on Supporting Documentation for Academic Concessions

Requests for academic concessions must be accompanied by acceptable supporting documentation, or it will not be reviewed. Students must provide original documents in support of requests for academic concessions. Medical documentation must be original, with a signature in ink from the medical professional: we do not accept digital signatures. The note must be on letterhead, with complete contact information provided to allow us to contact the office for document authentication.

### Student Information

### ORIGINAL SUPPORTING DOCUMENTATION REQUIRED

Student Name:	<input type="text"/>	Student Number:	<input type="text"/>
Subject:	<input type="text"/>	Course number:	<input type="text"/>
		Section:	<input type="text"/>
Instructor:	<input type="text"/>	Official Date & Time of Exam:	<input type="text"/>

Your personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). Questions about the collection of this information may be directed to [fos.students.ubco@ubc.ca](mailto:fos.students.ubco@ubc.ca)

**Reason for Request:** Please provide a detailed explanation. Emailed submissions will only be processed once original supporting documentation is received.

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Student Signature

Date

\* Email submission of this request is accepted in lieu of student signature

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**DRC Use Only**

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Date:

Time:

Location:

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**Dean's Office Use Only**

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Request Approved

Request Denied

Comments:

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Signature of Dean or Designate

Print Name

Date

Comments and Notes

Email  
(student, instructor)

Scan

Data Entry

Student File