

Haskayne “How To”

How to... handle requests for deferred term assessments:

Instructors are responsible for reviewing or approving requests for deferral of final examinations. Please review the details below on eligibility and the approvals process. Instructors will be advised of students who have been approved for deferred final examinations.

Students may request deferral of term assessments for any of the following reasons:

1. Illness or medical emergency
2. Religious Conviction
3. Domestic Affliction
4. Attendance at a faculty-approved event

Students may not request a deferral if they have already submitted an assessment for marking.

How to Apply – MBA and MMgmt Programs

Students must coordinate with the instructor to request and arrange a deferral.

How to Apply – Undergraduate Programs

If students are requesting a deferred midterm exam or late submission of an assessment in a Haskayne undergraduate course, they must submit a Deferral Request Form to the Undergraduate Office through [this link](#).

Valid reasons for requesting a deferral include domestic affliction, illness or medical emergency, religious observance/conviction, or faculty-approved activity.

- For domestic affliction and illness/medical emergencies, requests for deferrals must be made within **48 hours** of the assessment.
- For deferrals based on religious conviction or faculty-approved activity, requests must be made at least **two weeks in advance** of the assessment.

The Undergraduate Office will make a recommendation to grant or deny the deferral request to the instructor, who will contact the student with the decision. Where granted, all deferred term work must be completed within thirty days of the assessment due date, or as determined by the instructor.

For student athletes attending games, tournaments, or other mandatory team events, the student athlete is responsible for contacting the instructor directly to request a deferral. For Haskayne student athletes, instructors will cross-reference these requests with the team rosters provided by the Dinos office. For non-Haskayne students taking Haskayne courses, students must provide supporting documentation in their email to the instructor. For these requests only, there is no need to fill out the Deferral Request Form.