

DEFERRED EXAMINATIONS

(Absence from a Final Exam)

Students are permitted to take a deferred examination with the approval of their instructor for compelling reasons only, such as illness, emergencies, or other exceptional circumstances. Students who have sufficient reason to request a deferred examination are required to complete a Deferred Examination Application Form (the form can be obtained from the Office of Student Success) and have it approved by their instructor. If the instructor is not available, students should contact the Department Chair. After obtaining the necessary approval, students must then pay the required fee of \$35.00 for one exam or \$50.00 for two or more exams.