BSL Midterm and/or Final Exam Deferment Form

Students Must Complete a Separate Form for Each Deferment Requested

NAME: _____ STU #: _____

CLASS: _____

PROFESSOR: _____ EXAM DATE: _____

Students may NOT take an exam before the originally scheduled date. Students may schedule the start time for a deferment exam Monday 9:30 am – 11:00 am, Tuesday – Thursday 9:30 am – 3:00 pm, Friday 9:30 am – 11:00 am and Saturday 10:00 am – 11:00 am when classes are in session. During the final exam period, on weeknights without a final exam, the latest a student may start an exam is 12:30. Students may also schedule deferment exams when exams in other courses are held. Students may NOT take an exam when the office is closed. Check the Academic Calendar on our website for office closings and final exam schedules. Please note that if you are late to a deferred exam, that time is taken from your total time and your window to complete the exam is not extended.

1st REQUESTED EXAM DATE: _____ 1st REQUESTED TIME: _____

2nd REQUESTED EXAM DATE: _____ 2nd REQUESTED TIME: _____

Any deferment based on illness must include proof from a medical provider or the request will be denied. Any request based on voluntary travel must be accompanied with proof travel was arranged before the midterm/final exam date was published on the Academic Calendar or in a syllabus. Final exam schedules are posted a minimum of three (3) terms in advance. Deferment forms submitted AFTER the exam will NOT be granted absent truly extraordinary circumstances.

REASON FOR THE DEFERRED EXAMINATION:

_____

_____

_____

NOTE: All exams must be taken within seven (7) days of the original exam date unless an extended examination date is authorized by the Dean or Assistant Dean for extraordinary reasons. In an extraordinary case, the delayed or makeup exam shall be completed within thirty (30) days of the date of the exam. Failure to complete a delayed or extended exam within the prescribed deadlines will result in an automatic grade of "F" for all affected courses.

COMPLETED EXAM DEFERMENT FORMS MUST BE EMAILED TO:
KSTONE@BSOL.COM TTAACK@BSOL.COM AND VCHARLES@BSOL.COM

ONLY THE DEAN OR ASSISTANT DEAN MAY GRANT A DEFERMENT- PROFESSORS MAY NOT.
FAILURE TO FOLLOW THE PROCEDURE WILL RESULT IN DENIAL OF THE EXAM DEFERMENT REQUEST.

Student Signature: _____ Date: _____