

Current Deferral Form Process

Student wishes to request exam deferral and connects with SA for counsel. If student wishes to proceed with deferral request, they are advised to complete Exam Deferral form

Student e-mails form to SA for signature. SA returns signed form to student

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Student e-mails form to UGME@dal.ca. UGME Admin e-mails form to campus specific Associate Dean (or Designate)

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Associate Dean reviews form and approves, denies, or requests more information. If approved, Associate Dean sends form back to student and CC's UGME manager at respective campus

UGME manager notifies appropriate coordinator

Coordinator connects with operational staff, removes student from software, and will connect with student in 1-2 weeks with a follow up