

UB LAW EXAM DEFERRAL REQUEST

NOTE: Deferral requests will be processed during the published deferral period only and must be turned in to the Office of Academic Affairs (7th floor, law school) or emailed by the deadline to Exams@ubalt.edu

Semester: (Circle one) Spring Fall Summer		YEAR: _____
Name:		Student ID #
Phone:		Blind Grading ID #
UBALT Email address: (we will not send exam info to a personal email account)		Division: <input type="checkbox"/> Day <input type="checkbox"/> Evening

REASON FOR REQUEST:

- (a) Two examinations at the same time. If two exams are scheduled at the same time on the same day, the exam in the required course must be taken at the scheduled time and the other deferred. If both are electives, one must be taken at the scheduled time.
- (b) Two exams that start **closer than 24** hours apart (Exams that start 9am and 9am for example do NOT meet this requirement --example: one exam at 9am and one at 6pm on the same day or one exam at 6pm and one the next day at 1pm.) If two exams are scheduled within 24 hours, the exam in the required course must be taken and the other deferred. If both are electives, one must taken at the scheduled time.
- (c) Religious reason supported by letter from the appropriate religious leader. A new letter must be submitted each semester. (Attach to this request)

Student's Signature

Date

EXAMINATIONS: If granted, you will be assigned a date for your deferred exam – you will not choose the date. That is why we need to see in the chart below your **entire exam schedule** – dates and times. **If you have specific requests, please note them.**

Exam/Course Name	Professor/Section	Scheduled Date/Time	OFFICE USE ONLY Deferred Date/ Time
Notes from student:			Request granted <input type="checkbox"/> Yes <input type="checkbox"/> No

FINAL EXAM DEFERRAL PROCEDURES

1. **Deferrals may be granted for the following situations:**

- a. Two examinations at the same time. If two exams are scheduled at the same time on the same day, the exam in the required course must be taken and the other deferred. If both are electives, one must be taken at the scheduled time.
- b. Two exams that start closer than 24 hours apart (example: one exam at 9am and one at 6pm on the same day or one exam at 6pm and one the next day at 1pm). If two exams are scheduled within 24 hours, the exam in the required course must be taken and the other deferred. If both are electives, one must taken at the scheduled time
- c. Religious reasons supported by a letter from a minister, priest or rabbi (written on appropriate letterhead).

NO DEFERRALS WILL BE GRANTED BECAUSE OF STUDENT EMPLOYMENT OR WEDDINGS. ONLY IN CLASS EXAMS MAY BE DEFERRED. TAKE HOME EXAMS CANNOT BE DEFERRED.

2. **Deferred examination procedures:**

- a. Deferral requests will be accepted **during the published deferral period only and must be turned in to the Office of Academic Affairs (7th floor floor, law school) or emailed to Exams@ubalt.edu** Students will be notified by e-mail if their deferral request is granted or not. If it is not granted, a reason will be given.
- b. No deferral will be processed if it does not contain the student's semester blind grading ID number and/or is not properly completed as instructed. No deferral will be granted during the examination period except for documented emergencies.
- c. All exams must be listed in the space provided. After reviewing the exam schedule, students will be assigned the next available deferral time slot to take the deferred exam.
- d. An exam may only be deferred to a date and time **after** the scheduled exam date and time.
- e. On the date of the deferred exam, the student must report to the assigned room. The exam will begin at the time indicated in an email about one week before the exam.

3. **Emergency Deferrals**

If during the examination period any emergencies arise (e.g. car accident, serious medical issue), Rebecca Bainum (rbainum@ubalt.edu, 410-837-5283) or Dean Sloan (asloan@ubalt.edu) must be contacted and proper documentation must be presented to arrange a deferral.