

UB LAW EXAM DEFERRAL REQUEST --- FALL 2019

NOTE: Deferral requests will be accepted during the published deferral period only (Nov 4-Nov 15) and must be turned in to the Office of Academic Affairs (7th floor, law school) or emailed to Exams@ubalt.edu by the deadline. **All request forms will be reviewed after the November 15th deadline.**

EXAMINATIONS: If granted, you will be assigned a date for your deferred exam – you will not choose the date. **All exam communications will be sent to your UBALT email address.**

Name:	Student ID # (7 digits):
Phone:	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** --examples that DO meet the requirement: 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 be 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)

Exam/Course Name (List All)	Professor/Section	Scheduled Date/Time	OFFICE USE ONLY Deferred Date/ Time
Notes from student:			Request granted <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Code Exam Roster <input type="checkbox"/> Notified Student

Student's Signature

Date

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 (Exams that start 9am and 9am for example do NOT meet this requirement. Examples that DO MEET the requirement: 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 be 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, 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. Exams may be moved earlier or later in order to bring a student's exam schedule into compliance with the deferral policies.
- c. No deferral will be granted during the examination period except for documented emergencies.
- d. On the date of the deferred exam, the student must report to the assigned room. The exam will begin at the time and location indicated in the email.

3. Emergency Deferrals

If you have an emergency during exams (sickness, car accident, etc.), please come to or call the Exam Control Room – Room 608 or (410-837-4082) ASAP and speak with the Head Proctor. Dean Harow, Dean Manrique, and Dean Koller ([email](#)) must be contacted and proper documentation must be presented to arrange a deferral.