

Division for  
Student Success



Center for Academic Excellence--NY  
Application for Undergraduate Deferred Exams  
Spring, 2019 - Deferred Mid Term Exam

After completing this form, please have it signed by the Instructor or Department Chair prior to submitting it with payment to OSA. **Without prior approval from CAE, OSA will not accept forms or payment after the filing deadline.**

Student ID: \_\_\_\_\_  
(e.g. U03333333)

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last, First, Middle (Please Print)

Email: \_\_\_\_\_

Street Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work/Cell: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Exam Date: Friday, March 29, 2019 at 1:30PM Filing Deadline: Monday, March 25, 2019 Exam Location: CIVIC W614

**PLEASE CHECK THIS BOX IF YOU ARE REGISTERED WITH DISABILITY SERVICES SO THAT YOUR FORM GOES TO THE APPROPRIATE DEPARTMENT.**

CRN	COURSE	INSTRUCTOR	DEFERRED EXAM DATE

Reason for request: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Instructor's/Dean Signature: \_\_\_\_\_ Instructor's Email/Ext/\_\_\_\_\_

Bursar's stamp for fee paid: \_\_\_\_\_

Bursar's stamp for Deferred Exam: \_\_\_\_\_

Deferred Exam Fee: \$35.00 – One Exam, \$50.00 – Two or More.

Please contact the CAE (163 William Street, 17<sup>th</sup> Floor) for any concerns.