Away-game exam-deferral checklist

A checklist to ask about a deferred or alternate exam when a game or travel clashes with a test, using your faculty's own rules and written confirmation.

NAME

DATE

COURSE AND INSTRUCTOR

EXAM DATE AND TIME

GAME OR TRAVEL DATES

FACULTY DEFERRAL PAGE OR CALENDAR REFERENCE

BEFORE AND AFTER THE ASK

- [ ] I read the faculty's official deferred-exam or absence rules
- [ ] I wrote to the instructor as soon as I knew of the clash
- [ ] I attached the official travel or game letter from athletics
- [ ] I asked what evidence they need, and the deadline
- [ ] I kept a copy of the email and any form I submitted
- [ ] I confirmed the new exam date or format in writing
- [ ] I told my coach the academic outcome so travel can be planned

WHAT THE INSTRUCTOR OR FACULTY OFFICE CONFIRMED (QUOTE THEIR WORDS)