Final Exam Excuse Request
What do I do if I have
Medical or Mental Health
Final Examination Permit?

* Campus Health does not issue medical excamps given during the semester.

Visit CHS or CAPS Provider

CHS/CAPS Provider authorizes the “Official Permit” if it is determined that the student’s ability to prepare for or take the final exam was significantly impaired by a medical or mental health illness.

Next Steps ...

Student’s name, PID, exam date and time and name of authority in Parental Exams should be sent to University.
Visit a CHS or CAPS provider. If you go to CHS or CAPS, the provider will authorize the "Official Permit" if it is determined that the student's ability to prepare for or take the final exam was significantly impaired by a medical or mental health illness. If you go to a provider outside of CHS or CAPS, fax documentation of the visit to 919-966-0616 with specific dates and times of requested excused exams. This will go to a CHS provider for review and authorization and will be documented through a telephone encounter in our system.

Your name, PID, date of exam, time of exam, and name of authorizing CHS provider is placed on the "Excused Examination List."

Email your instructor about your final exam excused absence.

Campus Health transmits the "Excused Examination List" daily to the University Registrar and Academic Advising Office.

You must go to the University Registrar Office to obtain an office "Permit to Take a Final Examination" and present this permit to the instructor.

For more information about Academic Advising Program Final Examination Excuses, go to advising.unc.edu/policies-and-procedures/final-exam-excuse [1]

We know that medical or mental health illnesses may arise during finals. Students who have a medical or mental health illness during the final exam period that significantly impairs one's ability to prepare for or take a final exam may participate in the process outlined above for assistance.

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**Source URL:** https://caps.unc.edu/services/academic-interventions/final-exam-excuse-request

**Links**