Final Exam Excuse Request
What do I do if I have a medical or mental health issue that affects my ability to prepare for or take the final exam?

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 authorizing provider are "Transcribed Exam Authorization" form.

Visit No. 101, Health and Wellness Center, 919-660-0610

Student faxed health visit to CAPS, 919-966-0610

CHS Health/Student health visit
CAPS authorizes medical documents through a temporary authorization

Visit No. 201, Counseling and Psychological Services, 919-966-0610

Student faxed health visit to CAPS, 919-966-0610

CAPS authorizes mental health documents through a temporary authorization

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

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.

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.

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

Links