



Enrolment Services
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Application for Deferred Final Examinations

This application is for requesting a deferral for Registrar scheduled final exams only. It is not to be used for instructor-scheduled tests (including take home exams), term papers or assignments. If you have completed the scheduled final exam you are not eligible for a deferral.

Please read the attached page for important information and approval process details.

The University of Calgary will be using the current contact information provided on your Student Centre, please ensure it is up to date		
Last Name	First Name	U of C Student ID #
Email		Phone Number(s)

This form may be used for multiple exams, you must submit a separate application for courses that are from different Faculties

For more information see section 3 on attached page

Course	Course #	Lecture	Date & Time of Exam
<i>e.g. Chem</i>	<i>201</i>	<i>L03</i>	<i>April 23, 2011 @ 12:00 pm</i>

Reason for absence: (please select one)	Required documentation to attach:	Have you deferred a final exam before?
<input type="checkbox"/> Illness/Medical	Physician/Counsellor Statement form	<input type="checkbox"/> Yes
<input type="checkbox"/> Religious Conviction	letter from your religious organization	<input type="checkbox"/> No
<input type="checkbox"/> Domestic Affliction	statement, death certificate etc.	_____
<input type="checkbox"/> 3 final exams within 24 hours/Direct Conflict	no documentation required	<input type="checkbox"/> I have attached all supporting documentation to this form.
For additional information, see section 2 on attached page.		

Comments: (include additional information on a separate sheet if necessary) _____

Student Signature	Date
	m m d d y y y y

Office use only	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Notes
<input type="checkbox"/> Indicator/comment <input type="checkbox"/> DFE/GP	Approver Signature
	Date
	m m d d y y y y

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the federal Statistics Act. If you have any questions about the collection or use of this information, please contact the Registrar.

Application for Deferred Final Examinations-Spring /Summer 2013

Please read and follow instructions to avoid delay or rejection of your application.

Deferred examinations are allowed in the following circumstances:

1. Illness/Medical
2. Religious Conviction
3. Domestic Affliction
4. 3 final exams within 24 hours/direct conflict (two exams on the same day at the same time). You will be allowed, at your request, to defer one exam to the deferred exam period.

NOTE: Students are expected to be available for the full exam period; travel arrangements and misreading of the Examinations timetable are not valid reasons for requesting a deferred examination. More information is available at www.ucalgary.ca/registrar/deferred_final

Application and Approval Process

1. Complete the application in full.
2. Applications will not be accepted without written evidence of the need for a deferral. Supporting documentation must be attached
 - **Illness/Medical** – University of Calgary Physician/Counsellor Statement form (available at www.ucalgary.ca/registrar/forms_students) is preferred. Completed by a physician/counsellor within the community dated no later than one working day after the missed exam. Doctors “slips” in lieu of the Physician/Counsellor Statement form will not be accepted.
NOTE: Enrolment Services may contact the signing physician or attesting professional to confirm information provided.
 - **Religious Conviction** –accompanied by a signed letter from your religious organization.
 - **Domestic Affliction** – may require a copy of a death certificate, an accident report, etc.
 - **3 final exams within 24 hours/direct conflict** – supporting documentation not required.
 - If you are requesting a deferral for extraordinary circumstances, please contact Enrolment Services or the appropriate Faculty regarding processes and required documentation.
3. Submit the application form and supporting documentation to Enrolment Services (Arts/Science courses only) or the Associate Dean of the Faculty offering the course within 48 hours of the missed examination and apply no later than the given deadline (see below). **Missing the deadline will affect your eligibility for a deferred final examination.** Submission of supporting documentation does not in itself constitute grounds for the approval of a deferral. The rationale must clearly demonstrate serious illness or extraordinary circumstances beyond the student’s control that would warrant exemption from the regular examination schedule.

If you are requesting deferrals for courses from different Faculties you must submit a separate application for each Faculty.

Submit your application(s) and documentation to the appropriate office(s) as follows:

Schulich School of Engineering-Engineering Building, Block C, Room 204	Education-Education Tower, Room 1104
Haskayne School of Business-Scurfield Hall, Room 358	Nursing-Professional Faculties Building, Room 2259
Kinesiology-Kinesiology Building, Block B, Room 142	Arts/Science-Enrolment Services, MacKimmie Library Block 117

4. To confirm approved status of requested deferral, students can logon to their online Student Centre (MyUofC). Click the ‘Academics’ drop down menu and select ‘Grades’ and the appropriate term. When a “grade” of GP (Grade Pending) has been posted, the deferral has been approved.

NOTE: Only those students that are not successful with their application will be contacted. It is the responsibility of the student to determine whether a deferred final exam has been approved.

Important dates and deadlines for Spring/Summer 2013 final examinations:

Term	Final Exams	Deferred Final Exams	
Spring	Examination Dates June 27-29, 2013	Application Deadline July 2, 2013	Examination Dates July 18-20, 2013
Summer	Examination Dates August 15-17, 2013	Application Deadline August 19, 2013	Examination Dates August 29-30, 2013

The deferred final examination timetable will be posted on the Enrolment Services website closer to the exam dates.

NOTE: The timetable is not posted on the Student Centre.

Important Information:

- The deferred exam is the last opportunity for students to write a final exam. You must be available to write your deferred examination at the University of Calgary during the deferred examination dates noted above.
- Approval of your application may affect prerequisite courses as well as eligibility for convocation and certain undergraduate awards.
- You are fully responsible for determining the exact date, time and location of the deferred examination when it is available.
- If you decide to write a final exam rather than an approved deferral, inform Enrolment Services as soon as possible.