

INSTRUCTIONS FOR STUDENTS – DEFERRED FINAL EXAMINATIONS

What is the Application Deadline? – Whenever possible, you should apply within 48 hours of the missed examination. In all cases, you should never miss the deadline indicated in the University Calendar or on www.ucalgary.ca/registrar/examdates. Missing the deadline may affect your eligibility for a deferred final examination.

How do I know if I'm eligible for a deferral? There are four reasons that deferred exams are granted. They are illness, domestic affliction, religious conviction and having three final exams within a 24 hour period. (All deferral requests based on illness, domestic affliction and religious conviction must be accompanied by supporting documentation, as described below.)

How do I know when my deferral has been approved? – Applying for the deferral does not guarantee that it will be approved. You are responsible for ascertaining if your deferral has been approved by looking at your marks in the Student Centre (My UofC). When the “grade” of your course says GP (Grade Pending) that means your deferral has been approved.

Where can I find out the time and location of my deferral? The deferred exam period is established well in advance of the deferral dates. You can get the deferral date range from the University Calendar or on www.ucalgary.ca/registrar/examdates. To ascertain your specific exam sitting, please see the Deferral Timetable which will be posted on www.ucalgary.ca/registrar/exams a few days prior to the exams.

Does my application for deferral require supporting, written documentation? Yes. Applications will not be accepted without supporting written evidence of the need for a deferral. In cases of illness, this is a Physician's/Counsellor Statement Form available on www.ucalgary.ca/registrar/forms completed by a Physician or Counsellor within the community on or near the same day as the scheduled exam. Domestic affliction cases may require a copy of a death certificate, an accident report, etc. Cases of religious conviction can be accompanied by a letter from your religious organization. The only exception is for students who are applying because they have three exams within a 24 hour period. These cases do not require supporting documentation.

Where do I bring my application and supporting documentation?

FACULTY OF ARTS COURSES – Enrolment Services, MacKimmie Library Block, Room 117.

EDUCATION COURSES – Education Tower, Room 1104.

ENGINEERING COURSES – Engineering Building, Block C, Room 204.

HASKAYNE SCHOOL OF BUSINESS COURSES – Scurfield Hall, Room 358.

KINESIOLOGY COURSES – Kinesiology Building, Block B, Room 142 or 143.

NURSING COURSES – Professional Faculties Building, Room 2286.

SCIENCE COURSES – Enrolment Services, MacKimmie Library Block, Room 117.

Where can I get more information? Further information may be obtained by calling 403-210-ROCK (7625).

ENROLMENT SERVICES

University of Calgary, MLB 117

www.ucalgary.ca/registrar

Phone (403) 210-7625

APPLICATION FOR DEFERRED FINAL EXAMINATION

This form is for requesting a deferral for final examinations only. It is not to be used for instructor-scheduled tests, term papers or assignments. You are not eligible for a deferral if you have written the original final examination.

PLEASE PRINT, answering all questions fully and completely. Use a separate form for courses from different Faculties, as approval must be obtained from either the Dean of the Faculty that offers the course or Enrolment Services. Please see Instructions for Students – Deferred Final Examinations for the location of where you should bring your application.. Approval for a deferred final is always at the discretion of the Faculty or Enrolment Services and will not be granted unless a substantial portion of the required course work has been completed. Deferred exam periods and application deadlines are indicated in the Calendar or on website www.ucalgary.ca/registrar. Applications received after the deadline date will not be accepted.

A student requesting a deferred final examination for health problems **MUST** submit the application and a Physician/Counselor Statement form (available on www.ucalgary.ca/registrar/forms) signed by a Physician or Counselor. **Applications for other reasons must also be accompanied by appropriate documentation.** Supporting documentation must be included with the application.

It is the responsibility of the student to determine whether a deferred final examination has been approved. Notification is not provided. Students can determine if the deferral has been approved by going to their Student Centre (My UofC). When a “grade” of GP (Grade Pending) has been placed in the Student Centre , the deferral has been approved. The specific time and location of the deferral will be posted in the Deferred Examinations Timetable on the Enrolment Services website www.ucalgary.ca/exams and bulletin board (MLB 117) a few days prior to the examination dates.

SURNAME:

GIVEN NAME:

I.D. NUMBER:

PHONE NUMBER:

EMAIL:

TERM: complete one **FALL 20** ____ **WINTER 20** ____ **SPRING 20** ____ **SUMMER 20** ____

COURSE NAME ABBREV: *I.E. CPSC* **COURSE NUMBER:** *I.E. 205* **SECTION NUMBER:** *I.E.L01*

REASON FOR ABSENCE FROM FINAL EXAMINATION:

HAVE YOU WRITTEN ANY OF THE FINAL EXAMINATIONS WHICH YOU ARE NOW APPLYING TO DEFER? IF YES, STATE COURSE(S) _____ NO ____

HAVE YOU DEFERRED A FINAL EXAM BEFORE? IF YES, HOW MANY? _____ NO ____

STUDENT SIGNATURE:

DATE:

APPROVER’S COMMENTS:

APPROVER’S SIGNATURE:

DATE:

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.