

The Following are Instructions on how to apply for a Deferred Final Exam

1. Log in to MyUofC


## Log in

[Continue with your IT account](#)

For current students and staff.

[Continue with your eID](#)

For student applicants, alumni, and guests.

 UNIVERSITY OF CALGARY | **Start something.**

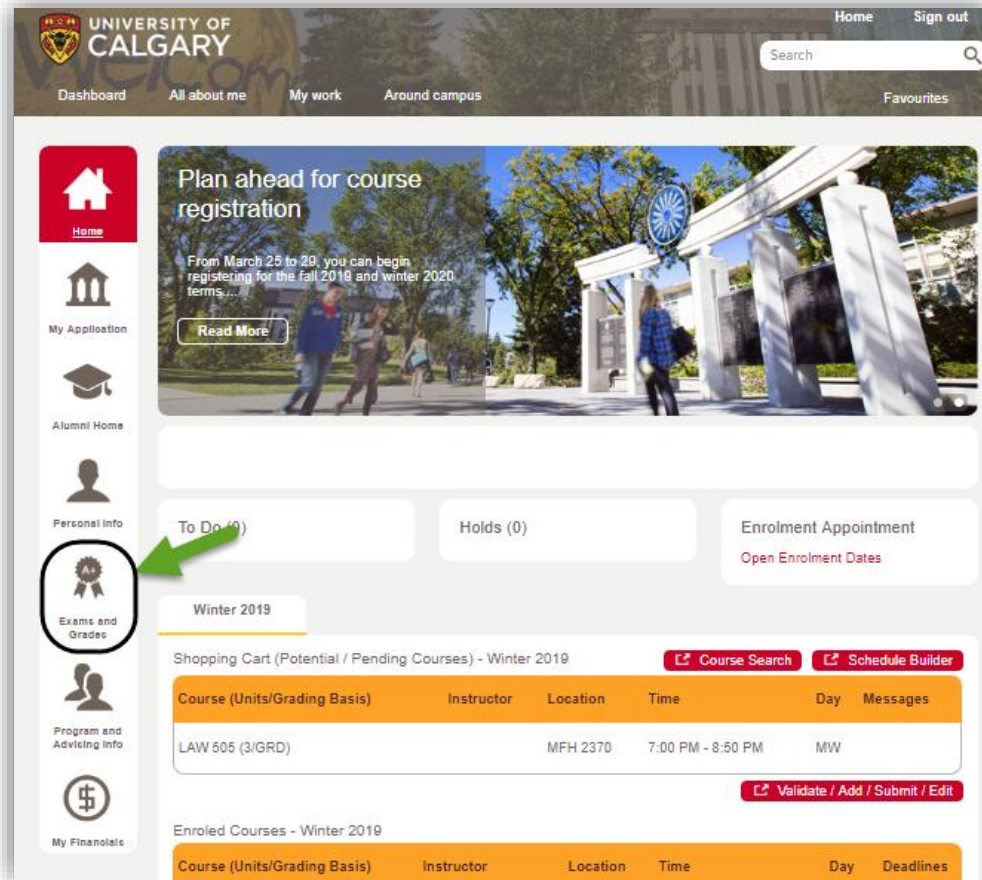
## Sign in

[Can't access your account?](#)

[Back](#) [Next](#)

[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

2. After logging into MyUofC portal go to Exams and Grades Page



Plan ahead for course registration

From March 25 to 29, you can begin registering for the fall 2019 and winter 2020 terms...

[Read More](#)

To Do (0) Holds (0) Enrolment Appointment [Open Enrolment Dates](#)

Winter 2019

Shopping Cart (Potential / Pending Courses) - Winter 2019 [Course Search](#) [Schedule Builder](#)

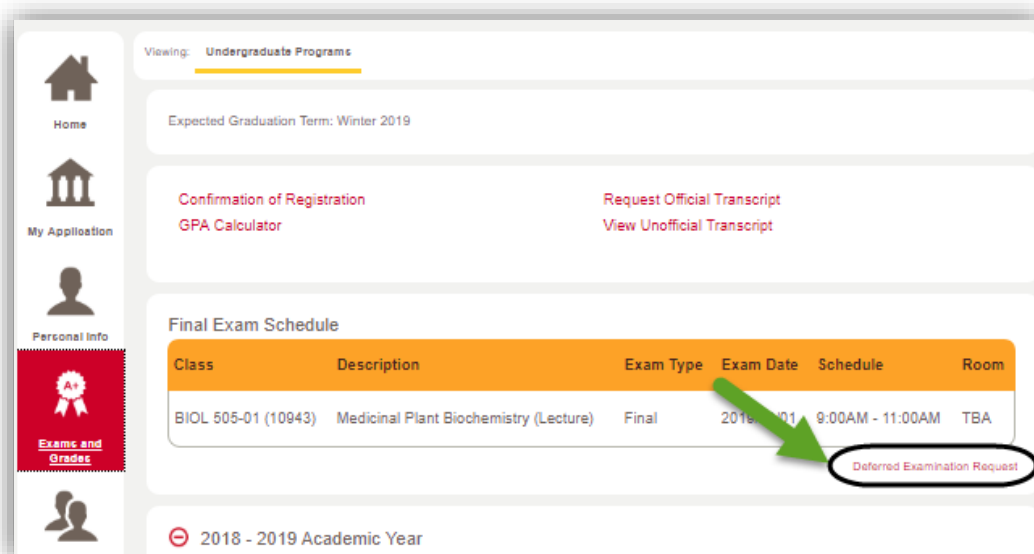
Course (Units/Grading Basis)	Instructor	Location	Time	Day	Messages
LAW 505 (3/GRD)		MFH 2370	7:00 PM - 8:50 PM	MW	

[Validate / Add / Submit / Edit](#)

Enrolled Courses - Winter 2019

Course (Units/Grading Basis)	Instructor	Location	Time	Day	Deadlines
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3. Under the Final Exam Schedule, click on **Deferred Examination Request**



Viewing: Undergraduate Programs

Expected Graduation Term: Winter 2019

[Confirmation of Registration](#) [Request Official Transcript](#)  
[GPA Calculator](#) [View Unofficial Transcript](#)


Final Exam Schedule

Class	Description	Exam Type	Exam Date	Schedule	Room
BIOL 505-01 (10943)	Medicinal Plant Biochemistry (Lecture)	Final	2019-01	9:00AM - 11:00AM	TBA

[Deferred Examination Request](#)

2018 - 2019 Academic Year

4. Deferred Final Examination Request displays. Click the **Create a new request** button.

A rectangular button with a light orange background and a thin border, containing the text "Create a new request".

5. After selecting Deferred Final Examination, the application guidelines display. **These instructions are very important. Please scroll down and read them entirely.**

Note the dates for the Final Examinations (eg. December 10-20, 2018) and the Deferred Examination Dates (e.g. January 10-15, 2019).

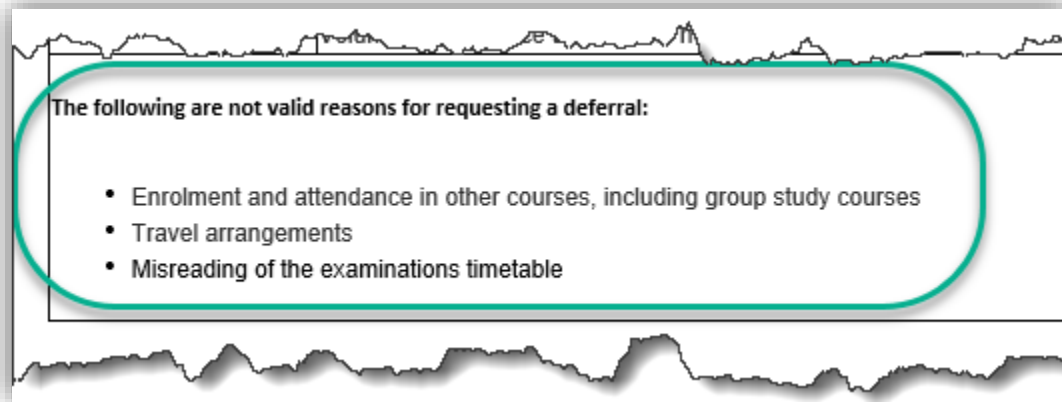
Semester	Final Examination Dates	Deferred Examination Dates	Application Submission Deadline
Fall 2018	 December 10-20, 2018	January 10-15, 2019	Please see below

6. Note the details of allowed deferral types in the table.

**Students are eligible to apply for a deferred final examination as outline below:**

Reason for Deferral	Description	Required Documents	Apply by
Three Exams in 24 hours	Students with three final exams scheduled to start and finish within a 24-hour period may defer one of their final exams to the deferred final examination period.  An exam schedule with the first exam at 8:00 a.m. and the second exam at 3:30 p.m. on one day and a third exam at 8:00 a.m. on the following day does not qualify as three exams in 24 hours.	Supporting documentation is not required.  (You are only able to select this reason to defer if your schedule constitute as three exams within 24 hours)	October 19, 2018 (10 business days after the release of the final exam schedule)
Religious Conviction	In the event of a religious conviction that prevents you from attending a final exam, you can apply to write a deferred final exam.	Provide rationale on comments area of the application. Supporting documentation is not required.	
Illness or Medical Emergency	In the event of an illness or medical emergency that prevents you from attending a final exam, you can apply to write a deferred final exam.	Supporting documentation is not required at the time of your application submission.  However, you must be able to provide supporting documentation if requested by your faculty.	2 business days after the scheduled final exam  (For exams scheduled on Dec 20, 2018, the deadline for application is Dec 24, 2018)
Domestic Affliction	In the event of a domestic affliction, compassionate or other circumstance that prevents you from attending a final exam, you can apply to write a deferred final exam.	Supporting document is required, i.e. written statement from a third party, an accident report, notice (certification) of a death etc.	
Other	If your attendance is required due to a Faculty approved activity such as those that requires faculty or coach nomination or academic competitions, you can apply to write a deferred final exam.  Voluntary attendance to events is not a valid reason for requesting a deferral.	Supporting document is required, i.e. letter from coach, nomination letter etc.	

7. Continue scrolling down to read all information including invalid requests for deferral.



8. It is important to make a note of the **tracking number** when you submit the deferred exam request as this will be required for reference later. The tracking number will be auto generated after pressing submit.

**Submit your supporting documentation to the appropriate office(s) as follows.**  
**Be sure to reference your request tracking number and your UCID.** 

9. Also displayed is the contact information for your "Home" Faculty.

Your home faculty	Email
Arts	<a href="mailto:ascarts@ucalgary.ca">ascarts@ucalgary.ca</a>
Cumming School of Medicine (Bachelor of Health Sciences)	<a href="mailto:bhsc@ucalgary.ca">bhsc@ucalgary.ca</a>
Haskayne School of Business	<a href="mailto:undergraduate@haskayne.ucalgary.ca">undergraduate@haskayne.ucalgary.ca</a>
Kinesiology	<a href="mailto:knesinfo@ucalgary.ca">knesinfo@ucalgary.ca</a>
Nursing	<a href="mailto:nursing@ucalgary.ca">nursing@ucalgary.ca</a>
Open Studies	<a href="mailto:examinfo@ucalgary.ca">examinfo@ucalgary.ca</a>
Schulich School of Engineering	<a href="mailto:engqinfo@ucalgary.ca">engqinfo@ucalgary.ca</a>
Science	<a href="mailto:science@ucalgary.ca">science@ucalgary.ca</a>
Social Work	<a href="mailto:socialwk@ucalgary.ca">socialwk@ucalgary.ca</a>
Werklund School of Education	<a href="mailto:upe@ucalgary.ca">upe@ucalgary.ca</a>
Graduate Studies	<a href="mailto:examinfo@ucalgary.ca">examinfo@ucalgary.ca</a>

10 Please read Important Information and indicate your understanding of the process by checking the box. Click the **Checkbox** option.

**Important Information:**

- This application is not to be used for instructor-scheduled tests (including take home exams), term papers, or assignments.
- Applications will not be accepted without the required supporting documents for a deferral. 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.
- The deferred exam is the last opportunity for students to write a final exam. You must be available to write your deferred examination during the deferred examination dates noted above.
- If you defer an exam for a prerequisite course for the following term, please contact your faculty advising office to verify progression options.
- If you apply to graduate in the current term, please contact your faculty advising office.
- You are fully responsible for determining the exact date, time and location of the deferred examination when it is available.
- If you have completed the scheduled final examination, you are not eligible for a deferral.
- After your application is approved, if you decide to write a final exam rather than an approved deferral, inform Enrolment Services as soon as possible.
- Please consider contacting your faculty advisor to determine academic support.
- More information is available at:  
[The Deferred Exam website](#) and [The University Calendar](#).

I have read and I understand the above Deferred Final Examination guidelines


**Continue**

11 Click the **Continue** button.

**Continue**


12 The **Application for Deferred Final Examination** displays. **Please read all information carefully.**

Tracking No. **NEW** go to ...

**Enrolment Services**  
 Phone: 403.210.7625   
 Email: [examinfo@ucalgary.ca](mailto:examinfo@ucalgary.ca)

### Application for Deferred Final Examination

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 sat the Registrar-scheduled final exam, you are not eligible for a deferral.

**Information regarding deferred examinations, including the exam schedule, will be sent to your @ucalgary.ca email address only. Please be sure you are able to access your account. For help with your UCalgary email account, please contact IT Services.** 

Last Name	First Name	U of C Student ID#
<input type="text"/>	<input type="text"/>	30029728
Email Address		Phone Number
<input type="text" value="...@ucalgary.ca"/>		<input type="text"/>

This form may be used for multiple exams.

- Select course(s) you require a deferral
- Select the reason for the deferral. If you need to defer multiple courses for different reason, submit a request for each reason of absence
- Add information in comments area if needed (optional)
- If you have supporting documents for your request, submit them to your faculty office via email (email contacts can be found at the "Info" button at the top of the page)

13 Click on the "i" More Information icon to view details.



14. This will also enable you to view your "Home" Faculty contact information and the application instructions if necessary. Click the **Return** button.

**Submit your supporting documentation to the appropriate office(s) as follows.**

**Be sure to reference your request tracking number and your UCID.**

Your home faculty	Email
Arts	<a href="mailto:ascarts@ucalgary.ca">ascarts@ucalgary.ca</a>
Cumming School of Medicine (Bachelor of Health Sciences)	<a href="mailto:bhsc@ucalgary.ca">bhsc@ucalgary.ca</a>
Haskayne School of Business	<a href="mailto:undergraduate@haskayne.ucalgary.ca">undergraduate@haskayne.ucalgary.ca</a>
Kinesiology	<a href="mailto:knesinfo@ucalgary.ca">knesinfo@ucalgary.ca</a>
Nursing	<a href="mailto:nursinq@ucalgary.ca">nursinq@ucalgary.ca</a>
Open Studies	<a href="mailto:examinfo@ucalgary.ca">examinfo@ucalgary.ca</a>
Schulich School of Engineering	<a href="mailto:engqinfo@ucalgary.ca">engqinfo@ucalgary.ca</a>
Science	<a href="mailto:science@ucalgary.ca">science@ucalgary.ca</a>
Social Work	<a href="mailto:socialwk@ucalgary.ca">socialwk@ucalgary.ca</a>
Werklund School of Education	<a href="mailto:upe@ucalgary.ca">upe@ucalgary.ca</a>
Graduate Studies	<a href="mailto:examinfo@ucalgary.ca">examinfo@ucalgary.ca</a>

### Important Information:

- This application is not to be used for instructor-scheduled tests (including take home exams), term papers, or assignments.
- Applications will not be accepted without the required supporting documents for a deferral. 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.
- The deferred exam is the last opportunity for students to write a final exam. You must be available to write your deferred examination during the deferred examination dates noted above.
- If you defer an exam for a prerequisite course for the following term, please contact your faculty advising office to verify progression options.
- If you apply to graduate in the current term, please contact your faculty advising office.
- You are fully responsible for determining the exact date, time and location of the deferred examination when it is available.
- If you have completed the scheduled final examination, you are not eligible for a deferral.
- After your application is approved, if you decide to write a final exam rather than an approved deferral, inform Enrolment Services as soon as possible.
- Please consider contacting your faculty advisor to determine academic support.
- More information is available at:  
[The Deferred Exam website](#) and [The University Calendar](#).

Return 



15. As per the instructions, select the subject for which you wish to request a deferred final examination (e.g. ANTH 305). Click the **ANTH** option.



Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
<input checked="" type="checkbox"/> ANTH	305	Human Variation and Adaptation	2018/12/16	9:00AM	11:00AM	Faculty of Arts	

Reason for absence: (please select one)	Description
<input type="checkbox"/> Illness or Medical Emergency	<a href="#">Click Here</a>
<input type="checkbox"/> Religious Conviction	<a href="#">Click Here</a>
<input type="checkbox"/> Domestic Affliction	<a href="#">Click Here</a>
<input type="checkbox"/> 3 final exams within 24 hours/Direct Conflict	<a href="#">Click Here</a>
<input type="checkbox"/> Other	<a href="#">Click Here</a>

16. Select the applicable reason for the deferral (e.g. Domestic Affliction). Click the **Domestic Affliction** option.



Reason for absence: (please select one)	Description
<input type="checkbox"/> Illness or Medical Emergency	<a href="#">Click Here</a>
<input type="checkbox"/> Religious Conviction	<a href="#">Click Here</a>
<input checked="" type="checkbox"/> Domestic Affliction	<a href="#">Click Here</a>
<input type="checkbox"/> 3 final exams within 24 hours/Direct Conflict	<a href="#">Click Here</a>
<input type="checkbox"/> Other	<a href="#">Click Here</a>

17. Note clicking or hovering over "**Click Here**" explains what each reason for absence includes.

Explanation of Domestic Affliction:

In the event of a domestic affliction, compassionate or other circumstance that prevents you from attending a final exam, you can apply to write a deferred final exam. Supporting document is required to be submitted to your faculty office, i.e. written documentation describing the affliction, an accident report, notice (certification) of a death etc.

Explanation of Illness or Medical Emergency:

**In the event of an illness or medical emergency that prevents you from attending a final exam, you can apply to write a deferred final exam.**

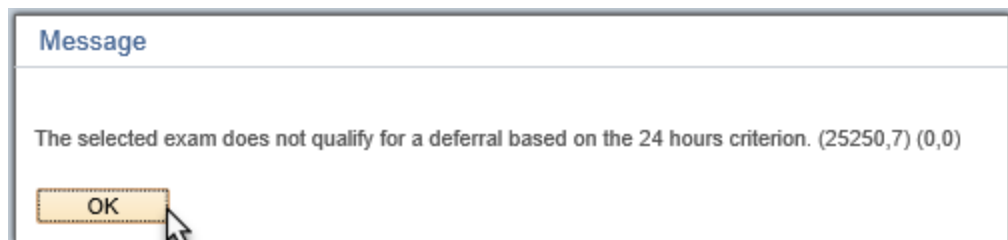
Explanation of Religious Conviction:

**In the event of a religious conviction that prevents you from attending a final exam, you can apply to write a deferred final exam. Provide rationale on comments area of the application. Supporting documentation is not required.**

Explanation of 3 Finals in 24 Hours:

**Students with three final exams scheduled to start within a 24-hour period may defer one of their final exams to the deferred final examination period.**

A message displays if the exam is outside the timeline for a 3 in 24 deferral request:



Explanation of Other:

If your attendance is required due to a Faculty approved activity such as those that requires faculty or coach nomination or academic competitions, you can apply to write a deferred final exam. Supporting documents are required. Voluntary attendance to events is not a valid reason for requesting a deferral.

18. Note that when selecting "Other" the comments text area allows for free form text if desired.

Comments (maximum 200 characters):

Optional text

19. If desired, you can enter a comment or additional information about the Deferred Examination Request by [clicking on the link](#).

Reason for absence: (please select one)		Details
<input type="checkbox"/>	Illness or Medical Emergency	<a href="#">Click Here</a>
<input type="checkbox"/>	Religious Conviction	<a href="#">Click Here</a>
<input checked="" type="checkbox"/>	Domestic Affliction	<a href="#">Click Here</a>
<input type="checkbox"/>	3 final exams within 24 hours/Direct Conflict	<a href="#">Click Here</a>
<input type="checkbox"/>	Other	<a href="#">Click Here</a>

[Click here to add a comment and/or information regarding your application](#)

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the Access to Information Act. If you have any questions about

20. After clicking on the "Click here to add a comment..." link a text box displays allowing a comment to be entered (200 character maximum). When completed, press **OK**.

Comments (maximum 200 characters)

Optional comments can be entered.

OK

Cancel

21. Click the checkbox indicating your understanding of the guidelines.

I have read and understand the application guideline.

- The deferred examination: schedule is available approximately a week prior to the deferred exam dates. Date, time and location of your exam will be sent to your University of Calgary email, not your personal email. It is your responsibility to monitor your email notifications. The timetable will also be posted on the Registrar's website. NOTE: The timetable is not posted on the Student Centre.
- Applications will not be accepted without the required supporting documents for a deferral. Submission of supporting documentation does not in itself constitute grounds for the approval of a deferral. The rationale must clearly demonstrate extraordinary circumstances beyond the student's control that would warrant exemption from the regular examination schedule.
- The deferred exam is the last opportunity for students to write a final exam. You must be available to write your deferred examination during the deferred examination dates noted above.
- If you defer an exam for a prerequisite course for the following term, please contact your faculty advising office to verify progression options.
- If you have applied to graduate in the current term, please contact your faculty advising office.
- You are fully responsible for determining the exact date, time and location of the deferred examination when it is available.
- If you have completed the scheduled final examination, you are not eligible for a deferral.
- After your application is approved, if you decide to write a final exam rather than an approved deferral, inform Enrolment Services as soon as possible.
- Please consider contacting your faculty advisor to determine academic support.

22. Click the confirmation and declaration checkbox.

I confirm that the information I have provided in this request is true, complete and accurate.  
[University Calendar -- Academic Misconduct](#)

23. After clicking the confirmation checkbox the submit button displays. Click the **Submit** button.

The [Deferred Exam](#) website  
The [University Calendar](#)

I confirm that the information I have provided in this request is true, complete and accurate.  
[University Calendar -- Academic Misconduct](#)




24. When completed the **tracking number** will be displayed (e.g. 000000014) and the Approval Status will be Submitted. To view your submitted deferred exam request you can click on View Request. Click the **View Request** button.

**Deferred Final Examination Requests**

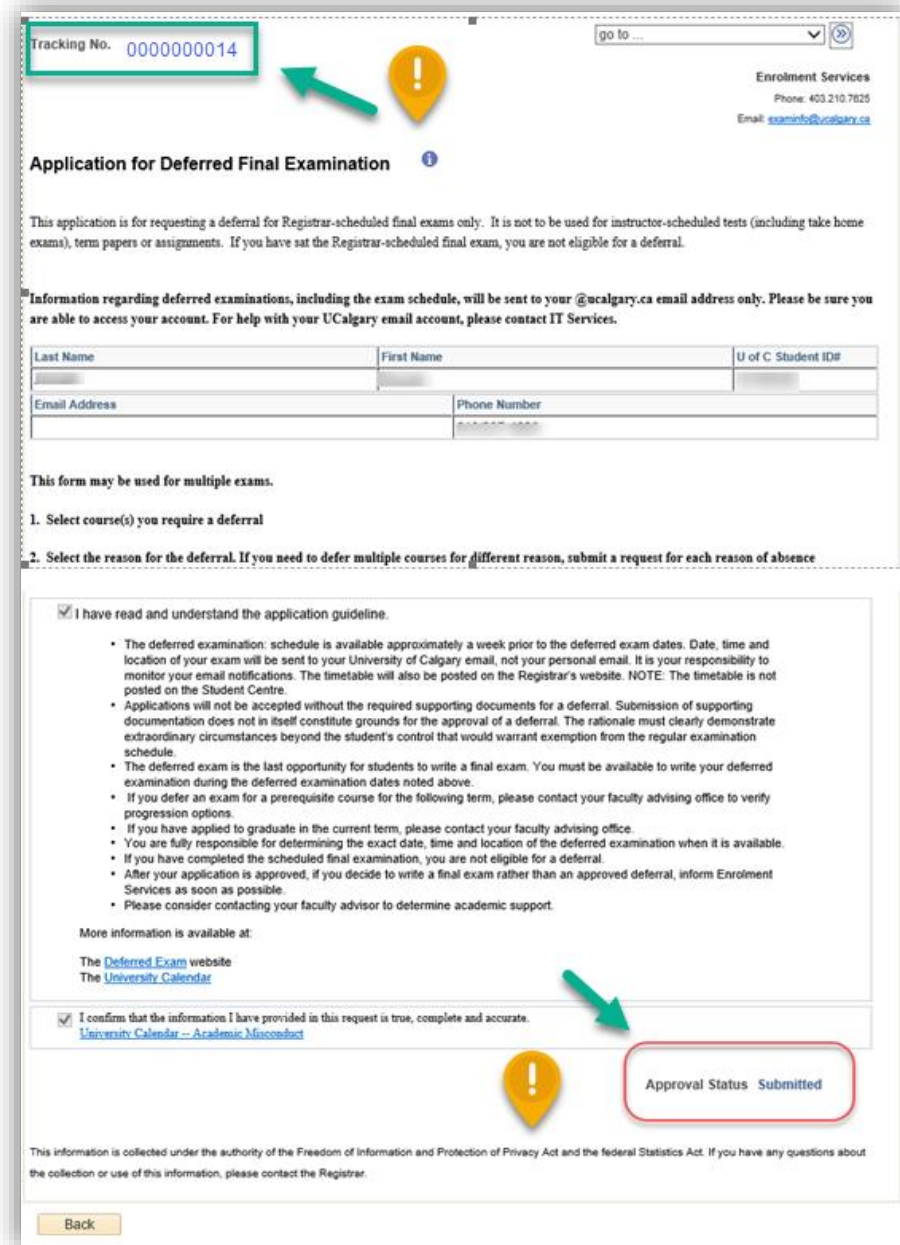
To submit a new deferred examination request, click "Create a new request".

To review details of your previous request, click "View Request" for the specific request.

When a decision is made on your request, the "Approval Status" will be updated.

Tracking No.	Approval Status	Creation Date/Time	Term Description	Find         First 
1 000000014	Submitted	2018/08/10 4:26:22.000000PM	Fall 2018	<input type="button" value="View Request"/>

25. The request will be displayed. Note the tracking number and the Approval Status indicates **Submitted** confirming the Deferred Final Examination request has been correctly submitted.



Tracking No. **000000014**

Enrolment Services  
Phone: 403.210.7829  
Email: [examinfo@ucalgary.ca](mailto:examinfo@ucalgary.ca)

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Information regarding deferred examinations, including the exam schedule, will be sent to your @ucalgary.ca email address only. Please be sure you are able to access your account. For help with your UCalgary email account, please contact IT Services.

Last Name	First Name	U of C Student ID#
Email Address	Phone Number	

This form may be used for multiple exams.

- Select course(s) you require a deferral
- Select the reason for the deferral. If you need to defer multiple courses for different reason, submit a request for each reason of absence

I have read and understand the application guideline.

- The deferred examination schedule is available approximately a week prior to the deferred exam dates. Date, time and location of your exam will be sent to your University of Calgary email, not your personal email. It is your responsibility to monitor your email notifications. The timetable will also be posted on the Registrar's website. NOTE: The timetable is not posted on the Student Centre.
- Applications will not be accepted without the required supporting documents for a deferral. Submission of supporting documentation does not in itself constitute grounds for the approval of a deferral. The rationale must clearly demonstrate extraordinary circumstances beyond the student's control that would warrant exemption from the regular examination schedule.
- The deferred exam is the last opportunity for students to write a final exam. You must be available to write your deferred examination during the deferred examination dates noted above.
- If you defer an exam for a prerequisite course for the following term, please contact your faculty advising office to verify progression options.
- If you have applied to graduate in the current term, please contact your faculty advising office.
- You are fully responsible for determining the exact date, time and location of the deferred examination when it is available.
- If you have completed the scheduled final examination, you are not eligible for a deferral.
- After your application is approved, if you decide to write a final exam rather than an approved deferral, inform Enrolment Services as soon as possible.
- Please consider contacting your faculty advisor to determine academic support.

More information is available at:  
[The Deferred Exam website](#)  
[The University Calendar](#)

I confirm that the information I have provided in this request is true, complete and accurate.  
[University Calendar -- Academic Misconduct](#)

Approval Status **Submitted**

[Back](#)

Consult the job aid for further instructions on Reviewing Deferred Final Examination Requests. For questions about Deferring Final Exams please contact: [examinfo@ucalgary.ca](mailto:examinfo@ucalgary.ca)

**End of Procedure.**

**Related Guides:** View Final Exam Schedule, View Final Grades