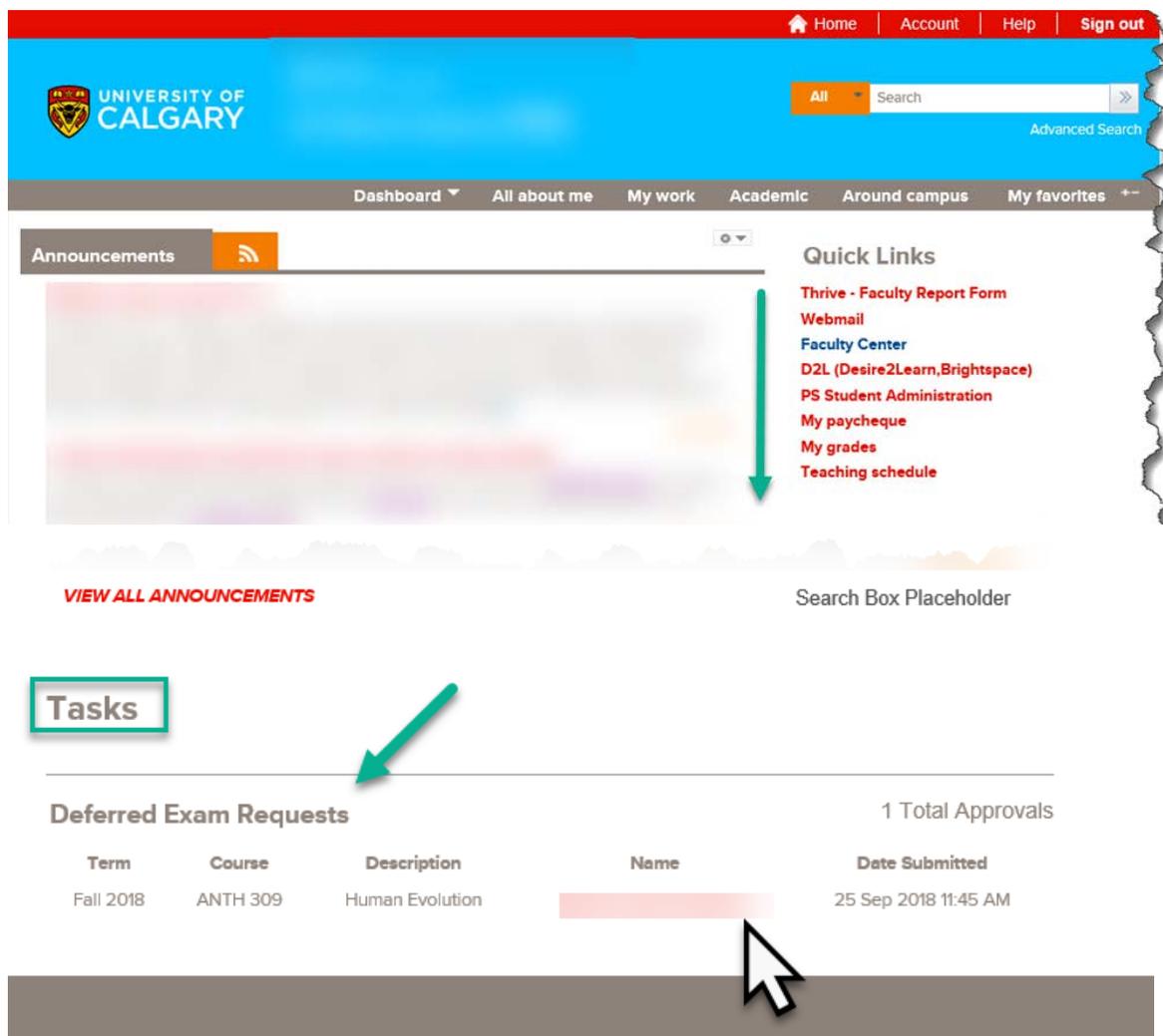


This job aid will include steps required for staff members to review and either approve or deny a Deferred Final Examination request. Included in this job aid are:

- How to view a Deferred Final Examination Request
- Approve and Review a Deferred Final Examination Request
- Deny a Deferred Final Examination Request

### View a Deferred Final Examination Request:

1. After logging into the My UofC Portal the staff member must scroll down to view any pending Deferred Final Exam Requests. Any Deferred Final Examination Request(s) are listed in the Tasks section of the My UofC portal. Click on the name of the student that has submitted a Deferred Examination Request. *Note: For FOIP reasons some information has been removed.* Click the **Student's Name** link.



The screenshot shows the My UofC Portal interface. At the top, there is a navigation bar with links for Home, Account, Help, and Sign out. Below this is a search bar and a main navigation menu with options like Dashboard, All about me, My work, Academic, Around campus, and My favorites. The main content area is divided into sections: Announcements, Quick Links, and Tasks. The 'Tasks' section is highlighted with a green box and a green arrow. Below the 'Tasks' section, there is a 'Deferred Exam Requests' table with the following data:

Term	Course	Description	Name	Date Submitted
Fall 2018	ANTH 309	Human Evolution	[REDACTED]	25 Sep 2018 11:45 AM

To the right of the table, it indicates '1 Total Approvals'. A mouse cursor is positioned over the 'Name' column of the table row.

# Deferred Examination

## Approval Process

SA – Exams and Exam Scheduling



2. The Application for Deferred Final Examination will display the **Tracking Number (e.g. 000000005)** which is very important to reference as there may be more than one tracking number per student. Also displayed will be the submission date. The student's last name, first name, student id number, email address and phone number display. (Removed for FOIP reasons). The Academic Group (Faculty) and Primary Plan are also indicated. Scroll down to view additional details on the application.

Tracking No. 000000005

Submitted on 29 Nov 2018 04:56 PM

Enrolment Services  
Phone: 403.210.7825  
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#
		10026
Email Address	Phone Number	
Faculty	Primary Plan	

This form may be used for multiple exams.

1. Select course(s) you require a deferral
2. Select the reason for the deferral. If you need to defer multiple courses for different reason, submit a request for each reason of absence
3. Add information in comments area if needed (optional)
4. 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)

Fall 2018 | Undergraduate Programs | University of Calgary

Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
<input checked="" type="checkbox"/>	ANTH 309	Human Evolution	2018/12/10	12:00PM	2:00PM	Faculty of Arts	
<input type="checkbox"/>	ANTH 350	Practical Biological Anthro	2018/12/10	8:30AM	10:30AM	Faculty of Arts	

3. Further down the application are the courses for the current term (e.g. Fall 2018) for which a final exam is scheduled including the date and time of the final exam. The student may have one or more selected (e.g. ANTH 309). Also indicated is the reason for the absence (e.g. Other) and the student has the option to enter a comment. Scroll down for additional information.

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)

Fall 2018 | Undergraduate Programs | University of Calgary

Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
<input checked="" type="checkbox"/>	ANTH 309	Human Evolution	2018/12/10	12:00PM	2:00PM	Faculty of Arts	
<input type="checkbox"/>	ANTH 350	Lab Practice Biological Anthro	2018/12/11	8:30AM	10:30AM	Faculty of Arts	
<input type="checkbox"/>	POLI 379	The Politics of Development	2018/12/11	12:00PM	2:00PM	Faculty of Arts	
<input type="checkbox"/>	SOCI 327	Intro to Criminal Justice	2018/12/12	12:00PM	1:30PM	Faculty of Arts	
<input type="checkbox"/>	SOCI 353	Urban Sociology	2018/12/15	8:30AM	10:00AM	Faculty of Arts	

Reason for absence: (please select one)

Other [Click Here](#)

Comments (maximum 200 characters):

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.

4. The student will have indicated by checking their understanding and confirmation of the Deferred Final Examination process. Note at this point the Approval Status = **Submitted**.

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**

# Deferred Examination

## Approval Process

SA – Exams and Exam Scheduling



5. Scrolling to the lower portion of the application is the area where the faculty or staff can complete the approval process. In this example this request will be "Approved" therefore no comment is necessary. Note the name of the Deferred Final Exam approver will be indicated in the "**Pending**" display (removed for FOIP reasons).

The screenshot shows a web form for a Deferred Final Exam approval. At the top, there is a link to the University Calendar. A checkbox is checked, indicating that the information provided is true, complete, and accurate. The approval status is shown as "Submitted". There are fields for "Internal Comment (not visible to Student) - Optional" and "Approver Comment - Optional". Below these are "Approve" and "Deny" buttons. The "Approval History" section is expanded, showing a "Deferred Final Exam Approval" entry. This entry includes a tracking number "UC\_DFE\_ID=000000005:Pending" and a "Faculty Approval" box. The "Faculty Approval" box shows a "Pending" status and the name "DFE Faculty Approver". A green callout bubble points to the tracking number with the text "Tracking Number Displays". At the bottom, there is a "Return to Search" button and a privacy notice.

[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**

Internal Comment (not visible to Student) - Optional

Approver Comment - Optional

Approve Deny

Approval History

**Deferred Final Exam Approval**

UC\_DFE\_ID=000000005:Pending

Faculty Approval

Pending

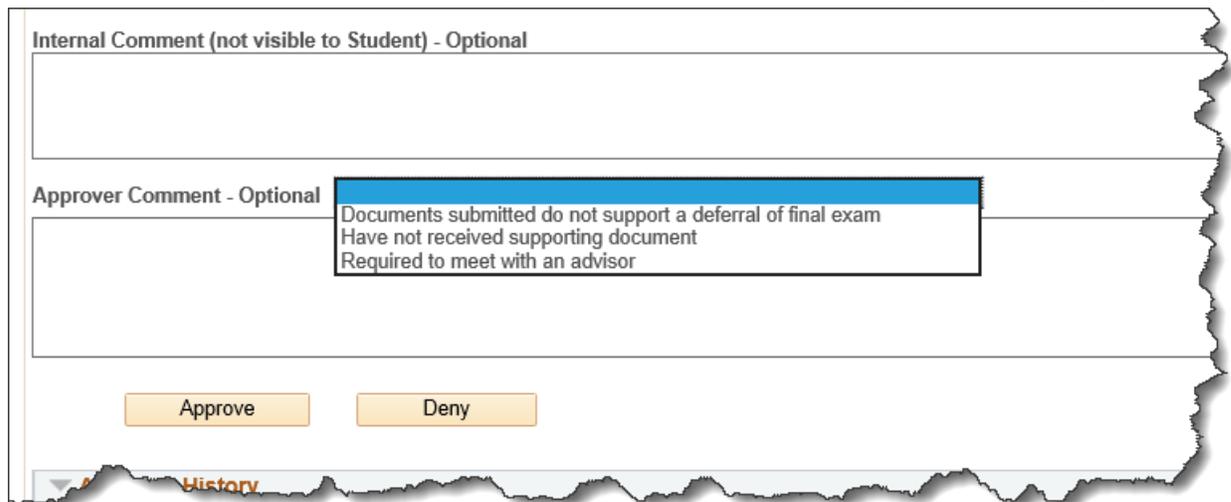
DFE Faculty Approver

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.

[Return to Search](#)

6. To view the list of optional comments click on the drop down arrow by the **Approver Comment - Optional** list. For this example the request will be "**Approved**" therefore no comment is necessary and none of the options will be selected.

If desired, approvers can select a pre-constructed message to the student (i.e. Required to meet with an advisor) and this comment will populate the Approver Comment field. Additional comments can also be included. This option is available even if the application is "**Approved**".



Internal Comment (not visible to Student) - Optional

Approver Comment - Optional

- Documents submitted do not support a deferral of final exam
- Have not received supporting document
- Required to meet with an advisor

Approve Deny

History

7. Click the **Approve** button.

Approve

8. Once "Approve" is clicked the approver has the option to confirm the request. Click the **Yes** button.

Yes



Are you sure you want to approve the request? (25250,19)

Yes No

# Deferred Examination

## Approval Process

SA – Exams and Exam Scheduling



9. To confirm the application has been approved you can scroll to the bottom of the application to view the status. Note the **Approval Status = Approved** and the Deferred Final Exam Approval workflow indicates **Approved**. Click the **Return to Search** button.

Return to Search

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

**Approval Status Approved**

Internal Comment (not visible to Student) - Optional

Approver Comment - Optional

**Approval History**

**Deferred Final Exam Approval**

UC\_DFE\_ID=0000000005:Approved

Faculty Approval

**Approved**

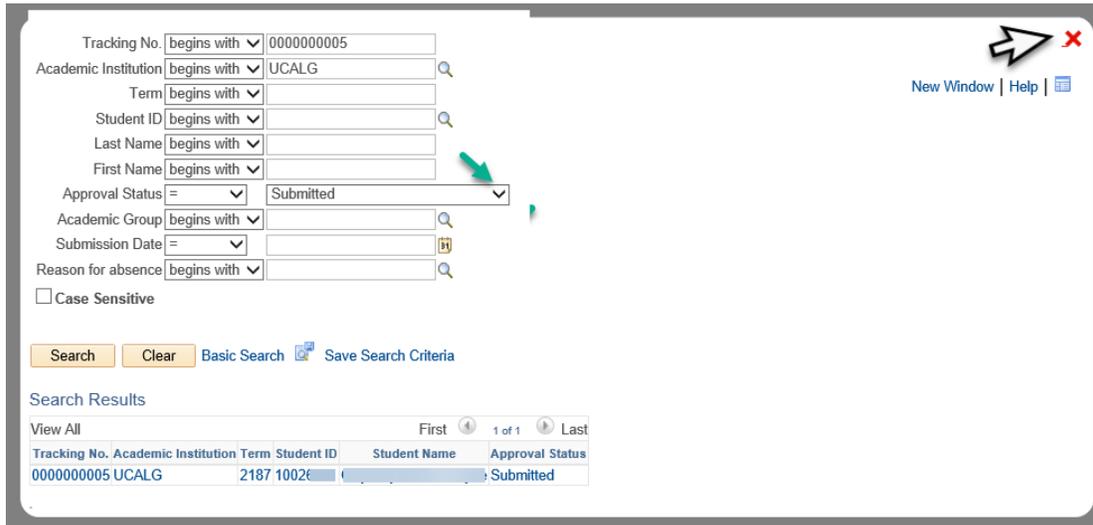
DFE Faculty Approver  
18/09/25 - 11:57 AM

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.

Back

Return to Search

10. If desired, you can enter another tracking number and complete another search. To return to the My UofC Portal close the window. Click the **Close** link.

The screenshot shows a search interface with the following fields and values:

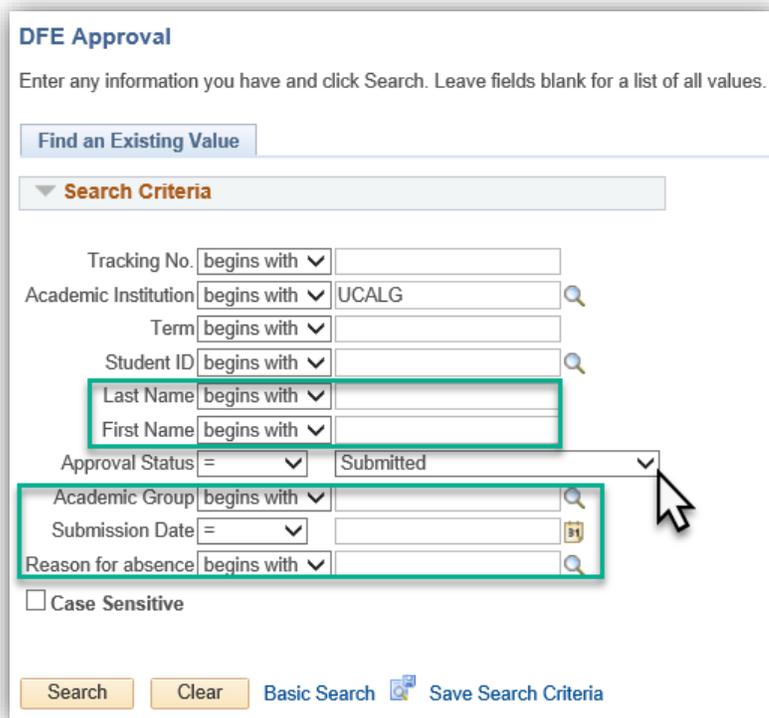
- Tracking No.: begins with 0000000005
- Academic Institution: begins with UCALG
- Term: begins with
- Student ID: begins with
- Last Name: begins with
- First Name: begins with
- Approval Status: = Submitted
- Academic Group: begins with
- Submission Date: =
- Reason for absence: begins with
- Case Sensitive

Buttons: Search, Clear, Basic Search, Save Search Criteria

Search Results: View All, First 1 of 1 Last

Tracking No.	Academic Institution	Term	Student ID	Student Name	Approval Status
0000000005	UCALG		2187 1002		Submitted

11. Additional search criteria allows a more robust search for previously submitted deferred exam requests. For example, Last Name, First Name Academic Group, Submission Date and Reason for absence can also be used as additional search criteria. Click the **Approval Status** list.



**DFE Approval**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

- Tracking No.: begins with
- Academic Institution: begins with UCALG
- Term: begins with
- Student ID: begins with
- Last Name: begins with
- First Name: begins with
- Approval Status: = Submitted
- Academic Group: begins with
- Submission Date: =
- Reason for absence: begins with
- Case Sensitive

Buttons: Search, Clear, Basic Search, Save Search Criteria

# Deferred Examination

## Approval Process

SA – Exams and Exam Scheduling



12. For your information, there are other options available to refine the search criteria:

**Admin Review** - The Exam office is reviewing the request

**Approved** - Displays any previously approved DFE's

**Denied** - Displays any previously denied DFE's

**Submitted** - Displays any previously submitted DFE's regardless of status.

For this example will select **Submitted** and **Search**.

**Search Criteria**

Tracking No. begins with [ ]

Academic Institution begins with UCALG [ ]

Term begins with [ ]

Student ID begins with [ ]

Last Name begins with [ ]

First Name begins with [ ]

Approval Status = Submitted [ ]

Academic Group begins with [ ]

Submission Date = [ ]

Reason for absence begins with [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

13. Note the search criteria displays a grid of previously submitted DFE's including a code in the Reason for absence column that corresponds with the description. You can also use the lookup tool to search Reason for absence to specify a particular reason. Click the **000000037** link.

Search Results

View All First 1-4 of 4 Last

Tracking No.	Academic Institution	Term	Student ID	Last Name	First Name	Approval Status	Academic Group	Submission Date	Reason for absence	Description
<a href="#">000000037</a>	UCALG	2187				Submitted	AR	2018/10/15	10	Illness or Medical Emergency
000000041	UCALG	2187				Submitted	AR	2018/10/10	40	3 final exams within 24 hours/Direct Conflict
000000023	UCALG	2187				Submitted	AR	2018/09/28	10	Illness or Medical Emergency
000000022	UCALG	2187				Submitted	AR	2018/09/28	10	Illness or Medical Emergency

14. You can view the previously submitted DFE if desired.

Tracking No. **000000037**  
 Submitted on 15 Oct 2018 11:11 AM

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

### Application for Deferred Final Examination i

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#
Email Address	Phone Number	
Faculty	Primary Plan	
AR	PSYC-MAJ	

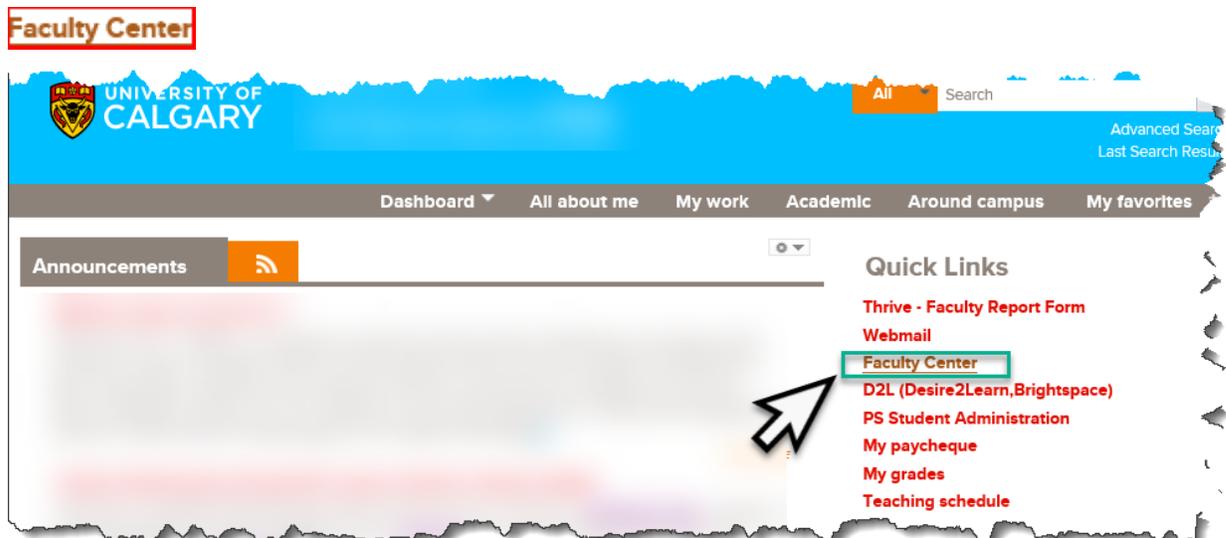
This form may be used for multiple exams.

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

Fall 2018 | Undergraduate Programs | University of Calgary

Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
			2018/12/10	8:30AM	10:30AM		

15. If desired, you can also navigate to the Faculty Centre to review any Deferred Final Examinations. Click the [Faculty Center](#) link.



# Deferred Examination

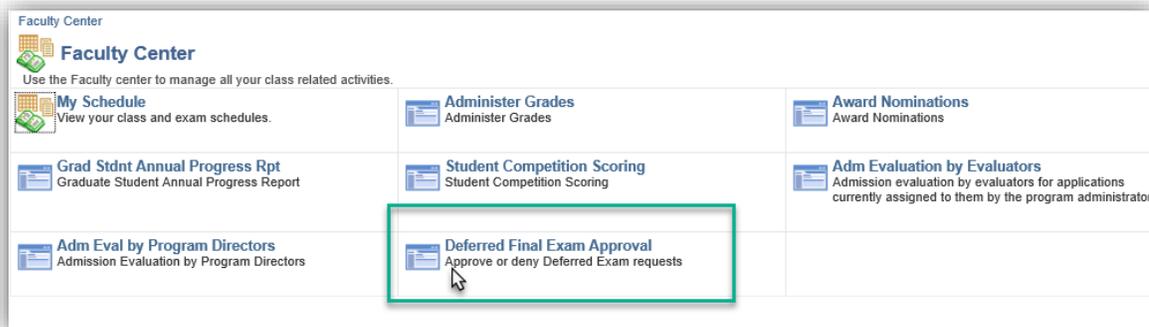
## Approval Process

SA – Exams and Exam Scheduling



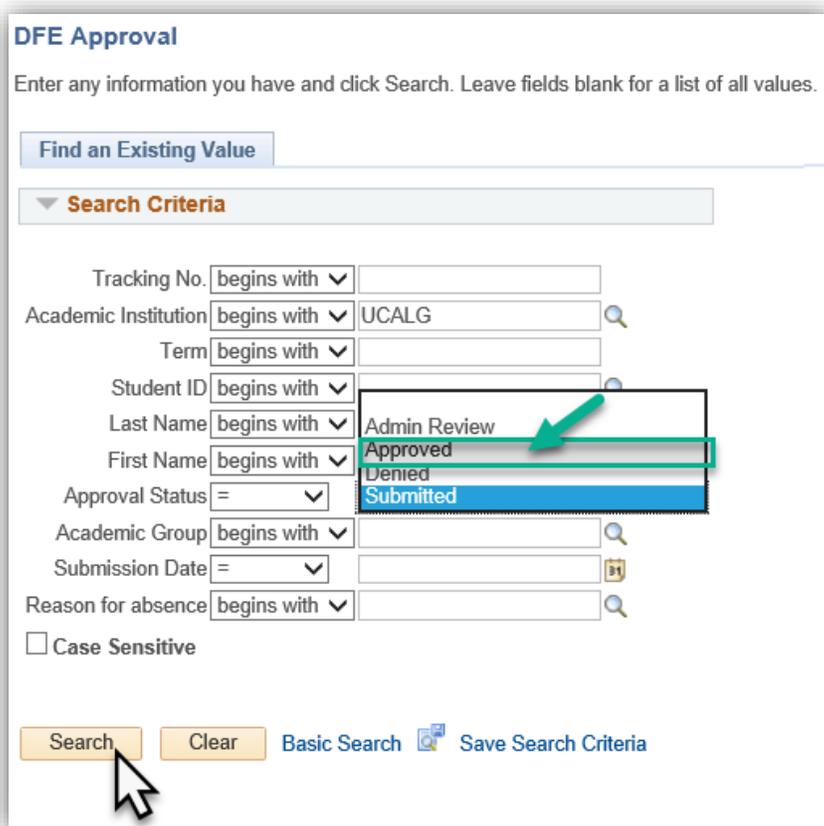
16. From the Faculty Centre, click the [Deferred Final Exam Approval](#) link.

[Deferred Final Exam Approval](#)

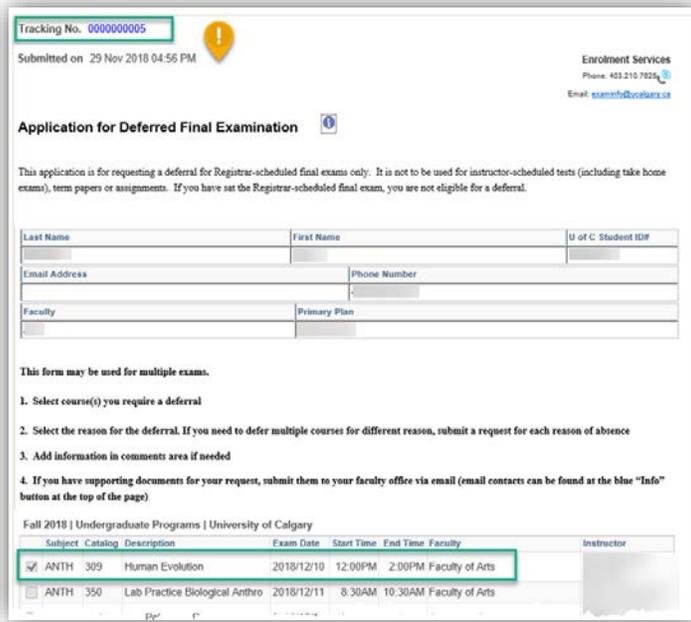


17. Click the [Approval Status](#) list for options. For this example, select **Approved** to view any previously deferred final examination requests. Click the [Approved](#) list item and click the [Search](#) button. **Tip:** To complete an audit, clear all Search Criteria and press Search.

[Search](#)



18. Note from the Tracking Number (000000005) the previously approved deferred examination request displays.



Tracking No. 000000005

Submitted on 29 Nov 2018 04:56 PM

Enrolment Services  
Phone: 403-210-7824  
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.

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

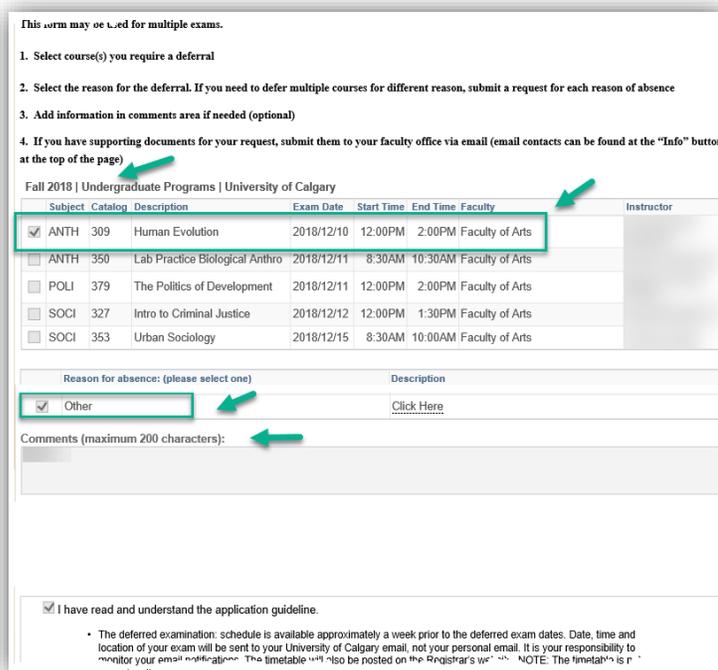
**This form may be used for multiple exams.**

- 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
- If you have supporting documents for your request, submit them to your faculty office via email (email contacts can be found at the blue "Info" button at the top of the page)

Fall 2018 | Undergraduate Programs | University of Calgary

Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
<input checked="" type="checkbox"/>	ANTH	309	Human Evolution	2018/12/10	12:00PM	2:00PM	Faculty of Arts
<input type="checkbox"/>	ANTH	350	Lab Practice Biological Anthro	2018/12/11	8:30AM	10:30AM	Faculty of Arts

19. Note the same details are displayed; the course for the deferred exam request is selected and the reason for the absence (other) and any student entered comments.



**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)

Fall 2018 | Undergraduate Programs | University of Calgary

Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
<input checked="" type="checkbox"/>	ANTH	309	Human Evolution	2018/12/10	12:00PM	2:00PM	Faculty of Arts
<input type="checkbox"/>	ANTH	350	Lab Practice Biological Anthro	2018/12/11	8:30AM	10:30AM	Faculty of Arts
<input type="checkbox"/>	POLI	379	The Politics of Development	2018/12/11	12:00PM	2:00PM	Faculty of Arts
<input type="checkbox"/>	SOCI	327	Intro to Criminal Justice	2018/12/12	12:00PM	1:30PM	Faculty of Arts
<input type="checkbox"/>	SOCI	353	Urban Sociology	2018/12/15	8:30AM	10:00AM	Faculty of Arts

Reason for absence: (please select one)

<input checked="" type="checkbox"/> Other	Description
	<a href="#">Click Here</a>

Comments (maximum 200 characters):

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 for this information. The timetable will also be posted on the Registrar's website. NOTE: The timetable is for your information only.

# Deferred Examination

## Approval Process

SA – Exams and Exam Scheduling



20. Note the lower portion of the application indicates **Approval Status = Submitted** and the workflow also indicates **Approved** as previously mentioned. Click the **Return to Search** button.

Return to Search

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

**Approval Status Approved**

Internal Comment (not visible to Student) - Optional

Approver Comment - Optional

**Approval History**

**Deferred Final Exam Approval**

▼ UC\_DFE\_ID=0000000005:**Approved**

Faculty Approval

**Approved**

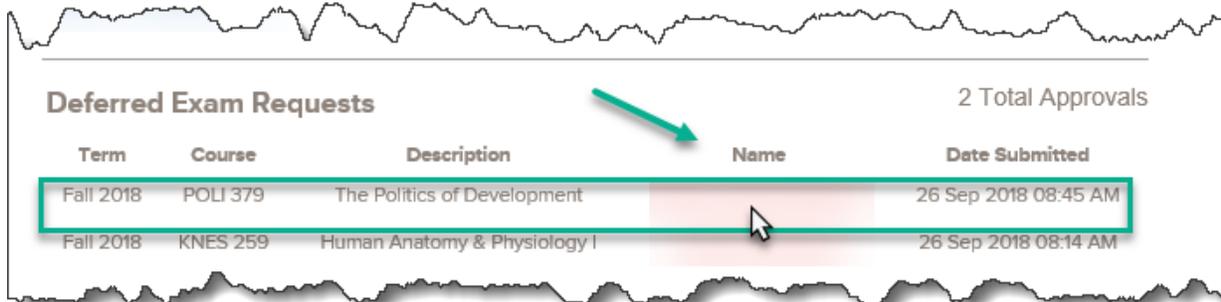
DFE Faculty Approver  
18/09/25 - 11:57 AM

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.

Return to Search

### Deny a Deferred Final Examination Request:

- After logging into the My UofC Portal the staff member must scroll down to view any pending Deferred Final Exam Requests. Any Deferred Final Examination Request(s) will be listed in the Tasks section of the My UofC portal. Click on the name of the student that has submitted a Deferred Examination Request. *Note: For FOIP reasons some information has been removed.* Click the **Student's Name** link.



Deferred Exam Requests				2 Total Approvals	
Term	Course	Description	Name	Date Submitted	
Fall 2018	POLI 379	The Politics of Development	[REDACTED]	26 Sep 2018 08:45 AM	
Fall 2018	KNES 259	Human Anatomy & Physiology I	[REDACTED]	26 Sep 2018 08:14 AM	

- The Application for Deferred Final Examination displays including the **Tracking Number (e.g. 000000018)**, submitted date and the student's identification information (removed for FOIP reasons), Faculty and Primary Plan. Scroll down to view additional details on the application.

Tracking No. **000000018**

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

Submitted on 29 Nov 2018 04:57 PM

### 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.

Last Name	First Name	U of C Student ID#
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address		Phone Number
<input type="text"/>		<input type="text"/>
Faculty	Primary Plan	
<input type="text"/>	<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
- If you have supporting documents for your request, submit them to your faculty office via email (email contacts can be found at the blue "Info" button at the top of the page)

Fall 2018 | Undergraduate Programs | University of Calgary

	Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
<input type="checkbox"/>	ANTH	309	Human Evolution	2018/12/10	12:00PM	2:00PM	Faculty of Arts	[REDACTED]
<input type="checkbox"/>	ANTH	350	Lab Practice Biological A - thro	2018/12/11	8:30AM	10:30AM	Faculty of Arts	[REDACTED]

# Deferred Examination

## Approval Process

SA – Exams and Exam Scheduling



3. Further down the application are the courses for the current term (e.g. Fall 2018) for which a final exam is scheduled including the date and time of the final exam. The student may have one or more selected (e.g. POLI 379). Also indicated is the reason for the absence (e.g. Religious Conviction). Scroll down for additional information.

Fall 2018 | Undergraduate Programs | University of Calgary

	Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
<input type="checkbox"/>	ANTH	309	Human Evolution	2018/12/10	12:00PM	2:00PM	Faculty of Arts	
<input type="checkbox"/>	ANTH	350	Lab Practice Biological Anthro	2018/12/11	8:30AM	10:30AM	Faculty of Arts	
<input checked="" type="checkbox"/>	POLI	379	The Politics of Development	2018/12/11	12:00PM	2:00PM	Faculty of Arts	
<input type="checkbox"/>	SOCI	327	Intro to Criminal Justice	2018/12/12	12:00PM	1:30PM	Faculty of Arts	
<input type="checkbox"/>	SOCI	353	Urban Sociology	2018/12/15	8:30AM	10:00AM	Faculty of Arts	

Reason for absence: (please select one)

	Description
<input checked="" type="checkbox"/>	Religious Conviction <a href="#">Click Here</a>

Comments (maximum 200 characters):  
test

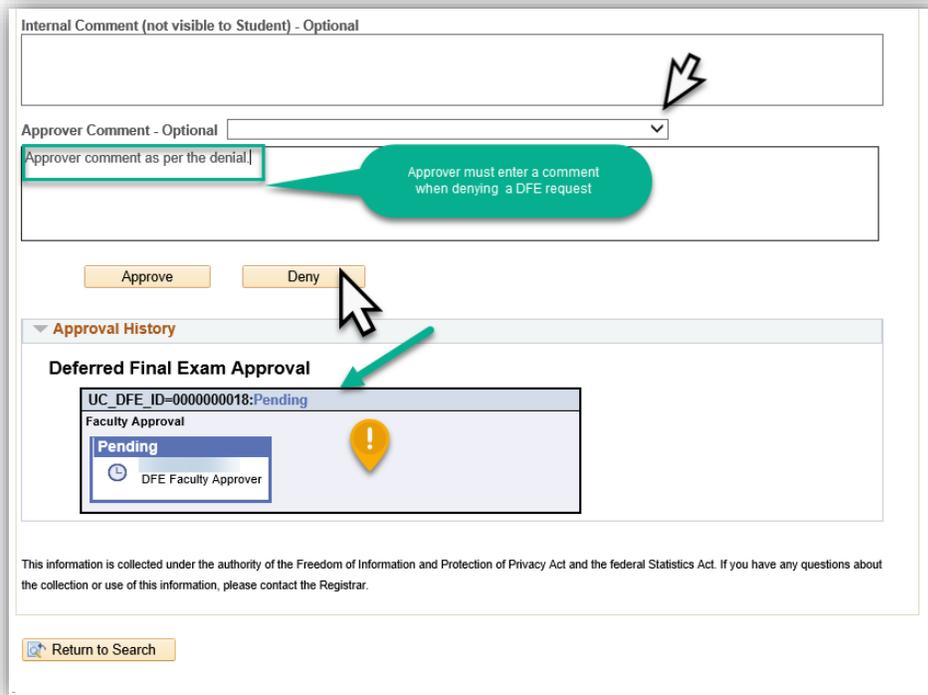
4. Further down the application is an area where you can enter an "Approver Comment - Optional". When denying a Deferred Examination Request the approver must enter a comment. Click the **Approver Comment - Optional** list to view the options. For this example no selection is made, instead the approver must enter a comment when denying a Deferred Final Exam request.

Approver Comment - Optional

<input type="checkbox"/>	Documents submitted do not support a deferral of final exam
<input type="checkbox"/>	Have not received supporting document
<input type="checkbox"/>	Required to meet with an advisor

5. If desired, the approver can select both a pre-constructed message as well as enter a comment when denying a Deferred Final Examination Request. Note the Status is = Pending. Click the **Deny** button. **Note:** An error message will display when Deny is pressed without an Approver Comment.

Deny



Internal Comment (not visible to Student) - Optional

Approver Comment - Optional

Approver comment as per the denial

Approve Deny

Approval History

Deferred Final Exam Approval

UC\_DFE\_ID=000000018:Pending

Faculty Approval

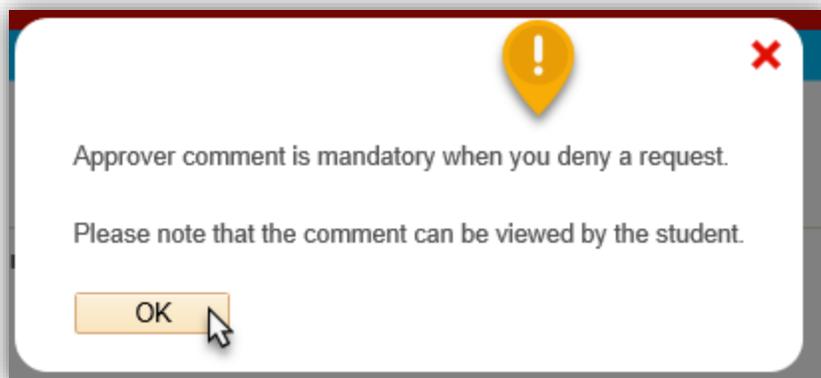
Pending

DFE Faculty Approver

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.

Return to Search

6. This error message will display when "Deny" is pressed without an approver comment.



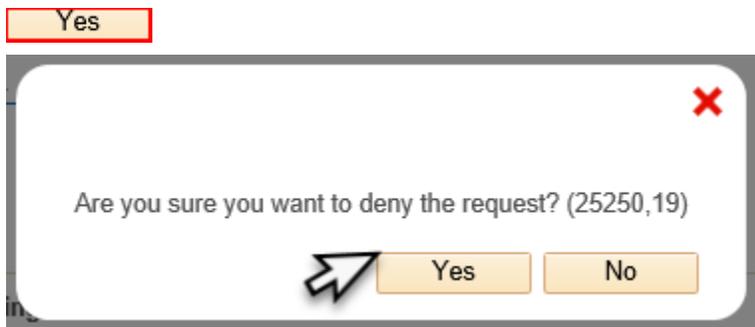
# Deferred Examination

## Approval Process

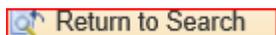
SA – Exams and Exam Scheduling



7. Once deny is clicked the approver has the option to confirm the request. Click the **Yes** button.



8. To confirm the application has been denied you can scroll to the bottom of the application to view the status. Note Approval Status = Denied and the workflow also indicates Denied. Click the **Return to Search** button.



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

**Approval Status Denied**

Internal Comment (not visible to Student) - Optional

Approver Comment - Optional  
Approver comment as per the denial.

▼ **Approval History**

**Deferred Final Exam Approval**

UC\_DFE\_ID=0000000018:Denied

Faculty Approval

**Denied**

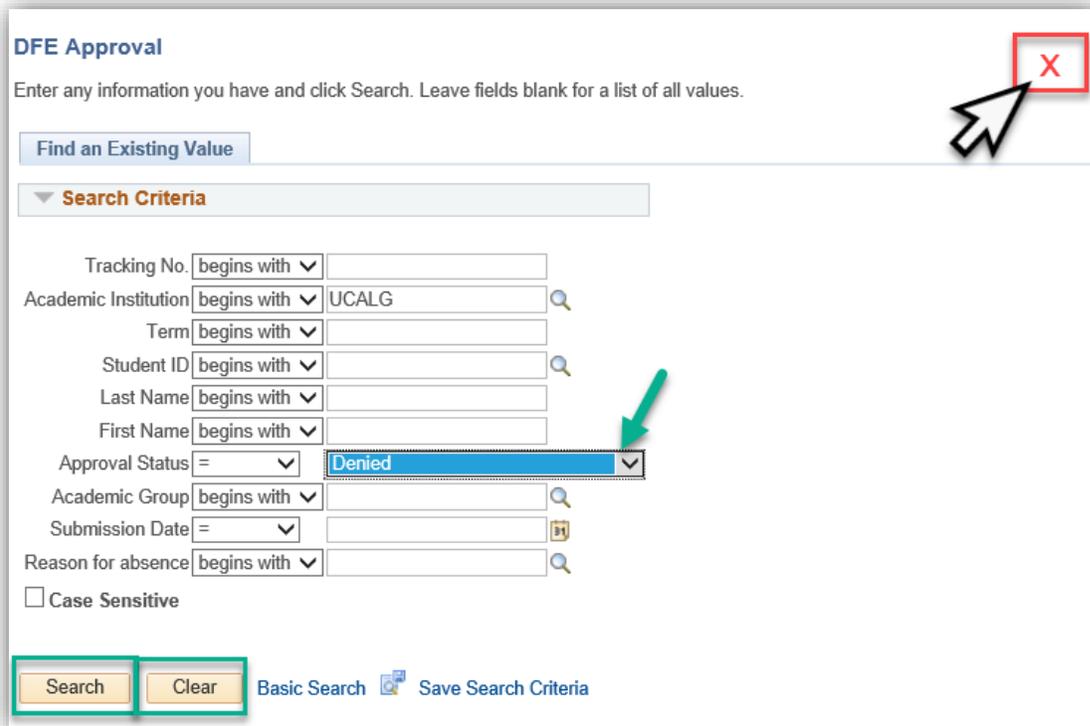
DFE Faculty Approver  
18/09/26 - 1:49 PM

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.

Back

**Return to Search**

9. If desired, you can enter criteria to complete another search. To return to My UofC Portal close the window. Click the **Close** link.



**DFE Approval**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Tracking No. begins with

Academic Institution begins with

Term begins with

Student ID begins with

Last Name begins with

First Name begins with

Approval Status =

Academic Group begins with

Submission Date =

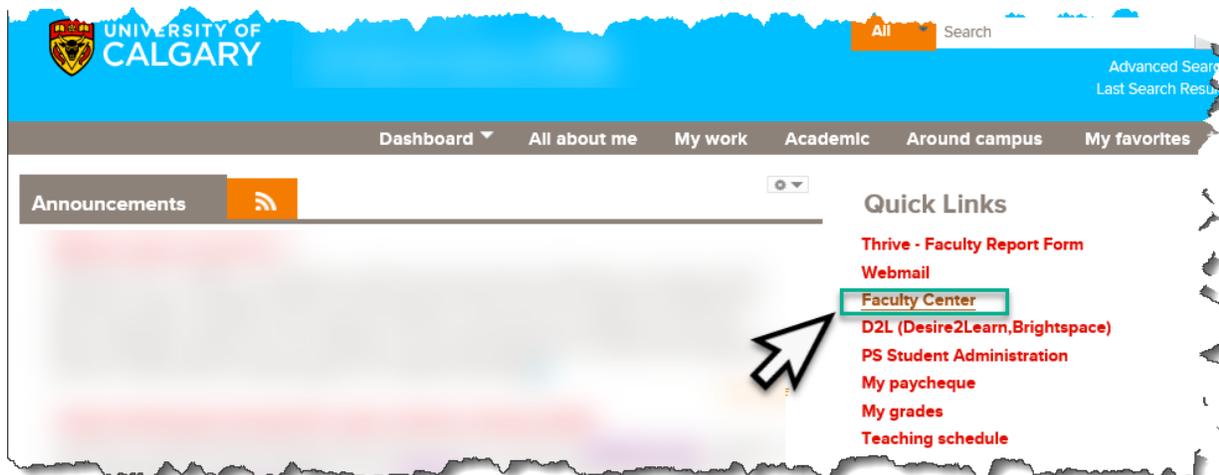
Reason for absence begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

10. If desired, you can also navigate to the Faculty Centre to review any Deferred Final Examinations. Click the **Faculty Center** link.

**Faculty Center**



# Deferred Examination

## Approval Process

SA – Exams and Exam Scheduling



11. Click the [Deferred Final Exam Approval](#) link.

[Deferred Final Exam Approval](#)

12. To view just the Deferred Final Examination requests that have been denied select Denied as the Approval Status and click the [Search](#) button.

[Search](#)

13. Note from the Tracking Number (000000018) the previously denied deferred examination request displays. Scroll down to confirm the rest of the application details.

Tracking No. **000000018**

Submitted on 29 Nov 2018 04:57 PM

Enrolment Services  
Phone: 403.210.7825  
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#
Email Address	Phone Number	
Faculty	Primary Plan	

This form may be used for multiple exams.

1. Select course(s) you require a deferral

14. Note the same details are displayed; the course for the deferred exam request is selected (POLI 379) and the reason for the absence (Religious Conviction). Scroll down to confirm the denied request.

at the top of the page)

Fall 2018 | Undergraduate Programs | University of Calgary

Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
<input type="checkbox"/>	ANTH 309	Human Evolution	2018/12/10	12:00PM	2:00PM	Faculty of Arts	
<input type="checkbox"/>	ANTH 350	Lab Practice Biological Anthro	2018/12/11	8:30AM	10:30AM	Faculty of Arts	
<input checked="" type="checkbox"/>	POLI 379	The Politics of Development	2018/12/11	12:00PM	2:00PM	Faculty of Arts	
<input type="checkbox"/>	SOCI 327	Intro to Criminal Justice	2018/12/12	12:00PM	1:30PM	Faculty of Arts	
<input type="checkbox"/>	SOCI 353	Urban Sociology	2018/12/15	8:30AM	10:00AM	Faculty of Arts	

Reason for absence: (please select one)	Description
<input checked="" type="checkbox"/> Religious Conviction	<a href="#">Click Here</a>

Comments (maximum 200 characters):  
test

15. Note the lower portion of the application indicates **Approval Status = Denied** and the workflow also indicates **Denied** as previously mentioned.

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

Approval Status Denied

Internal Comment (not visible to Student) - Optional

Approver Comment - Optional  
Approver comment as per the denial.

▼ **Approval History**

**Deferred Final Exam Approval** ←

UC\_DFE\_ID=000000018:Denied

Faculty Approval

Denied

DFE Faculty Approver  
18/09/26 - 1:49 PM

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Back

[Return to Search](#)

For the corresponding online learning, consult: [www.ucalgary.ca/registrar/training/student-administration](http://www.ucalgary.ca/registrar/training/student-administration)  
**End of Procedure.**