UNIVERSITY OF CALGARY

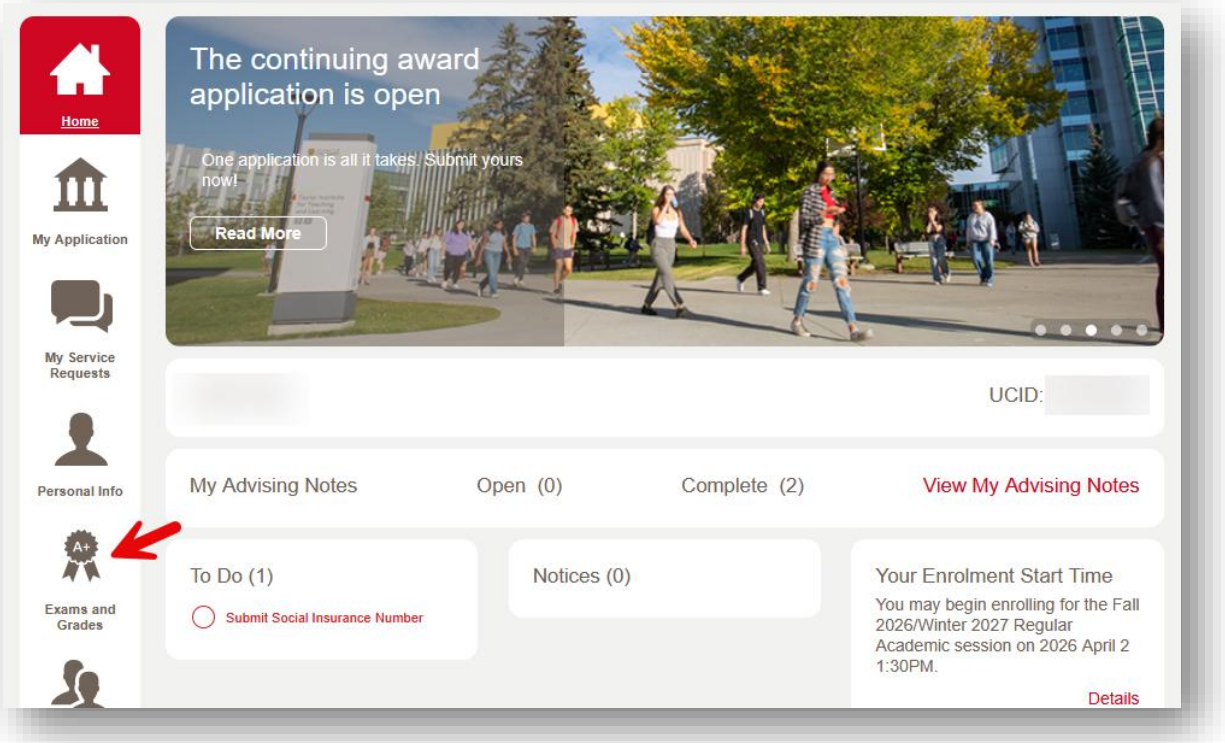
Student Records

How to Request a Deferred Final Exam

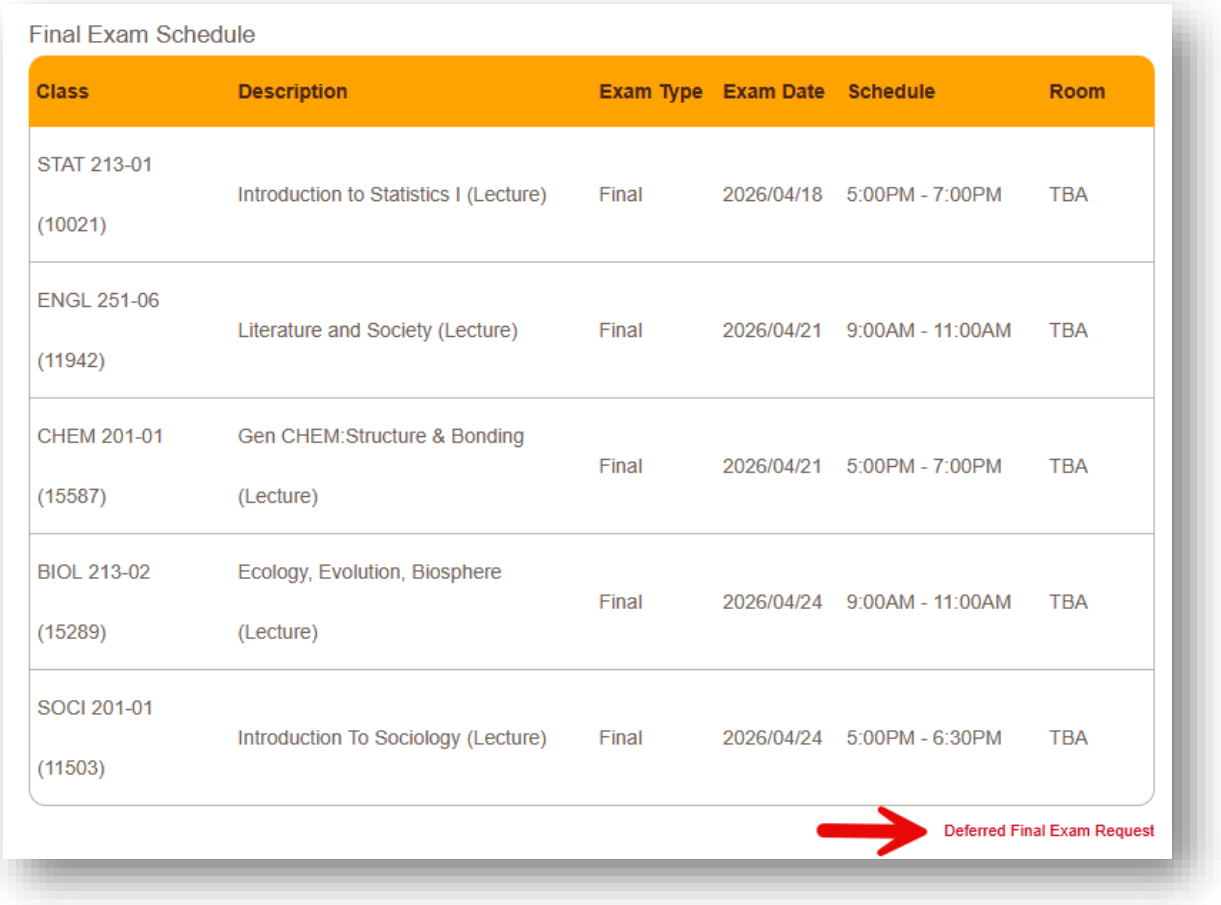
The deferred final exam application is available from the first day of final exams until 2 business days after the final exam period. The deadline to apply for a deferred final exam is 2 business days after the scheduled exam.

Step 1: Log into your student center (my.ucalgary.ca).

Step 2: Click on the Exams and Grades Tab.



Step 3: Scroll down to the Final Exam Schedule and Click on the Deferred Final Exam Request link at the bottom.

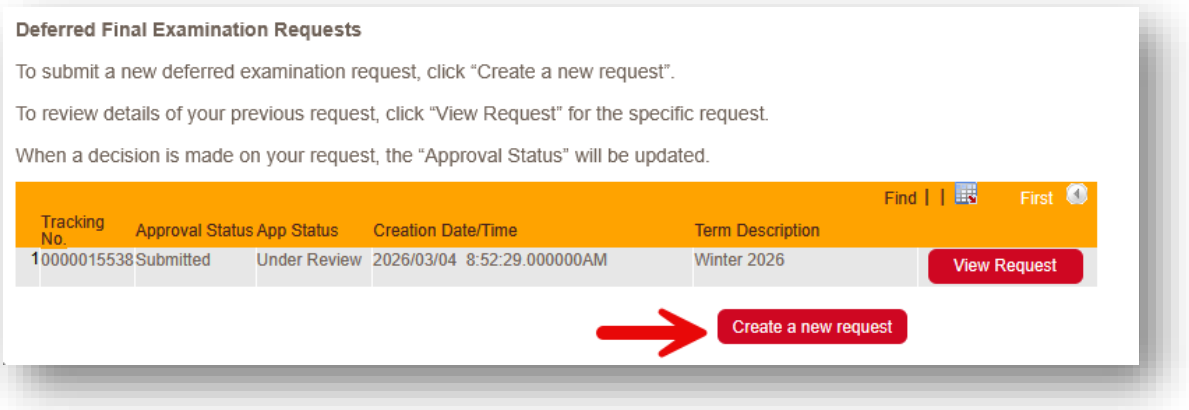


Final Exam Schedule

Class	Description	Exam Type	Exam Date	Schedule	Room
STAT 213-01 (10021)	Introduction to Statistics I (Lecture)	Final	2026/04/18	5:00PM - 7:00PM	TBA
ENGL 251-06 (11942)	Literature and Society (Lecture)	Final	2026/04/21	9:00AM - 11:00AM	TBA
CHEM 201-01 (15587)	Gen CHEM:Structure & Bonding (Lecture)	Final	2026/04/21	5:00PM - 7:00PM	TBA
BIOL 213-02 (15289)	Ecology, Evolution, Biosphere (Lecture)	Final	2026/04/24	9:00AM - 11:00AM	TBA
SOCI 201-01 (11503)	Introduction To Sociology (Lecture)	Final	2026/04/24	5:00PM - 6:30PM	TBA

Deferred Final Exam Request

Step 4: Click on Create a new request.



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.

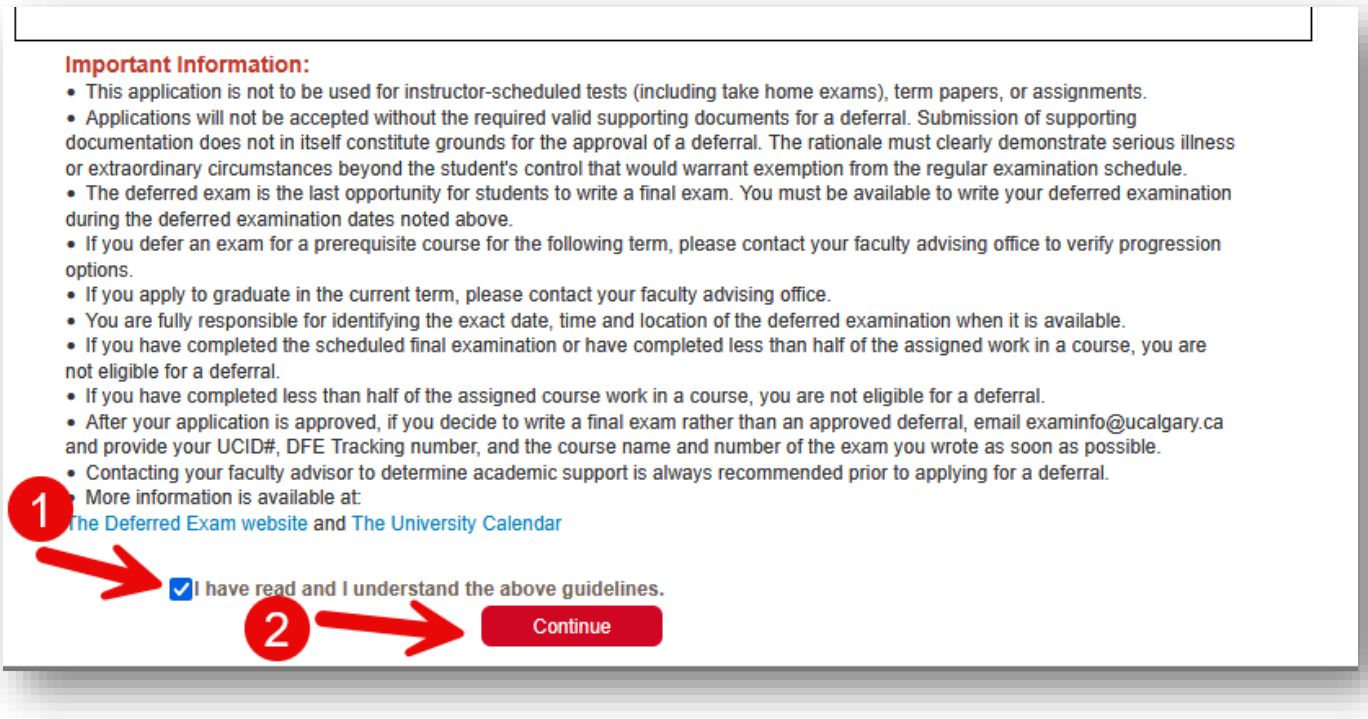
When a decision is made on your request, the "Approval Status" will be updated.

Find | | First

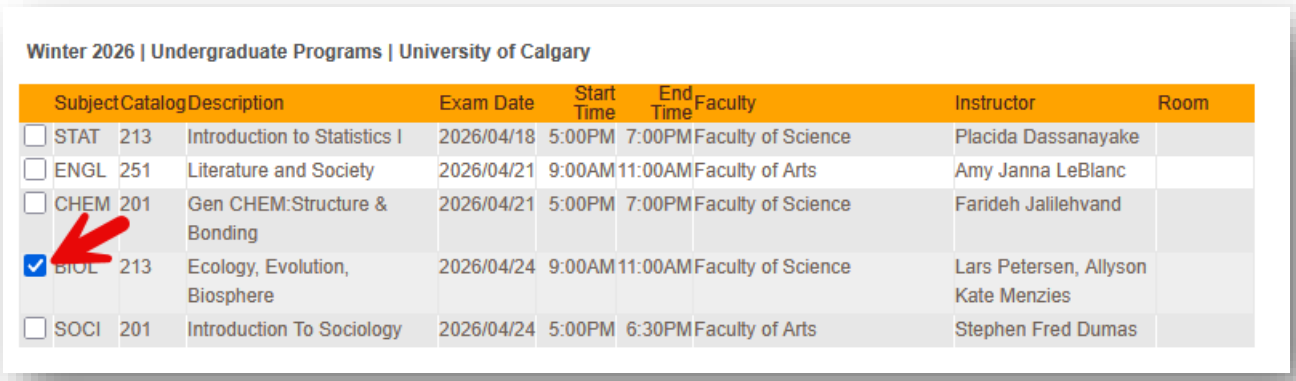
Tracking No.	Approval Status	App Status	Creation Date/Time	Term Description	
1 0000015538	Submitted	Under Review	2026/03/04 8:52:29.000000AM	Winter 2026	View Request

Create a new request

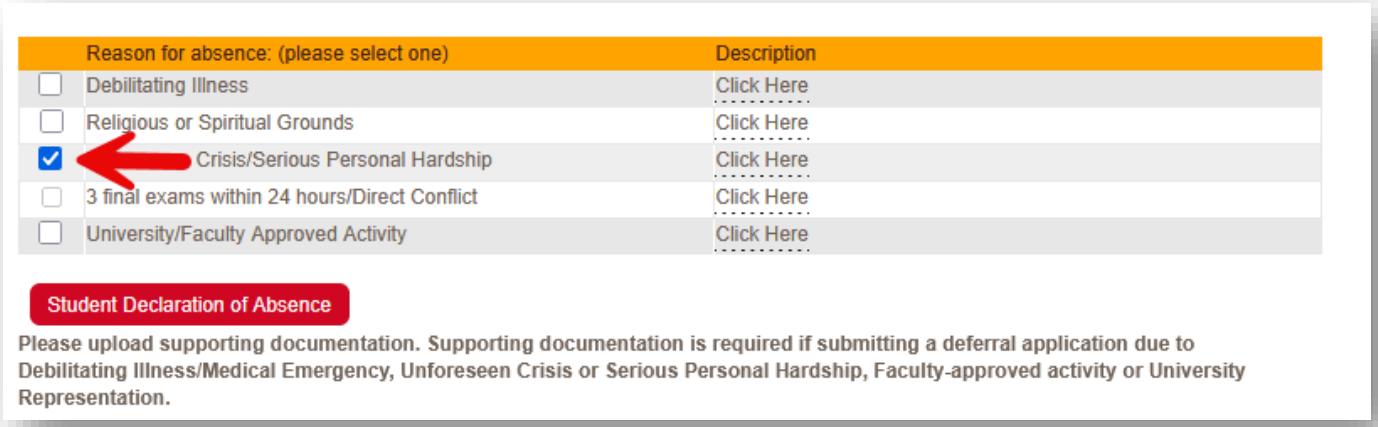
Step 5: Read the text on the first page of the request. This will include important timelines and provide a brief description of the valid matters for deferred final exam requests. At the bottom are the terms and conditions. Once you have read through, click the box to confirm you have read and understand the guidelines then click Continue. You will not be able to continue without confirming you have read and understand the guidelines.



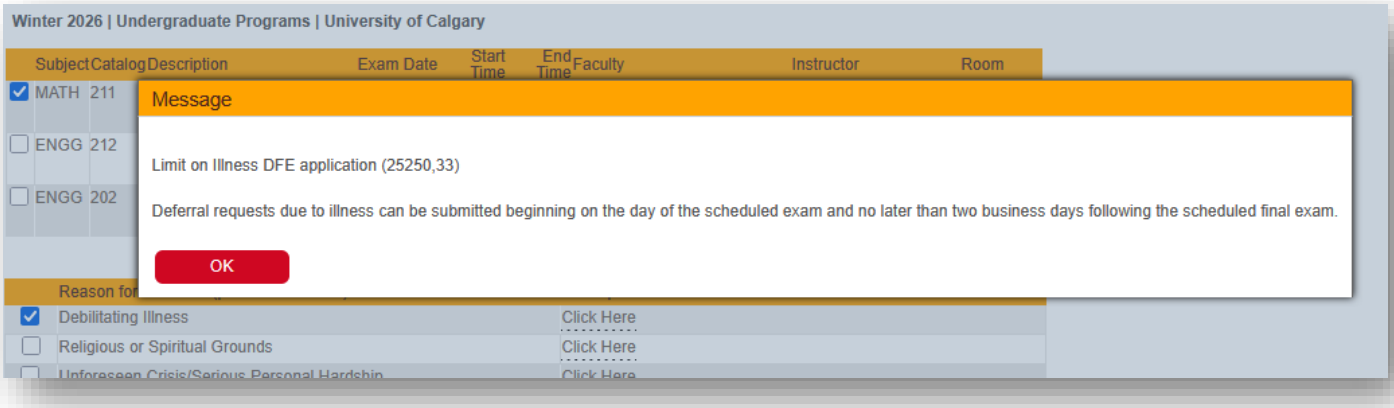
Step 6: Select the course you would like to defer. Please note, if you are applying to defer multiple courses you will need to submit a separate request for each course.



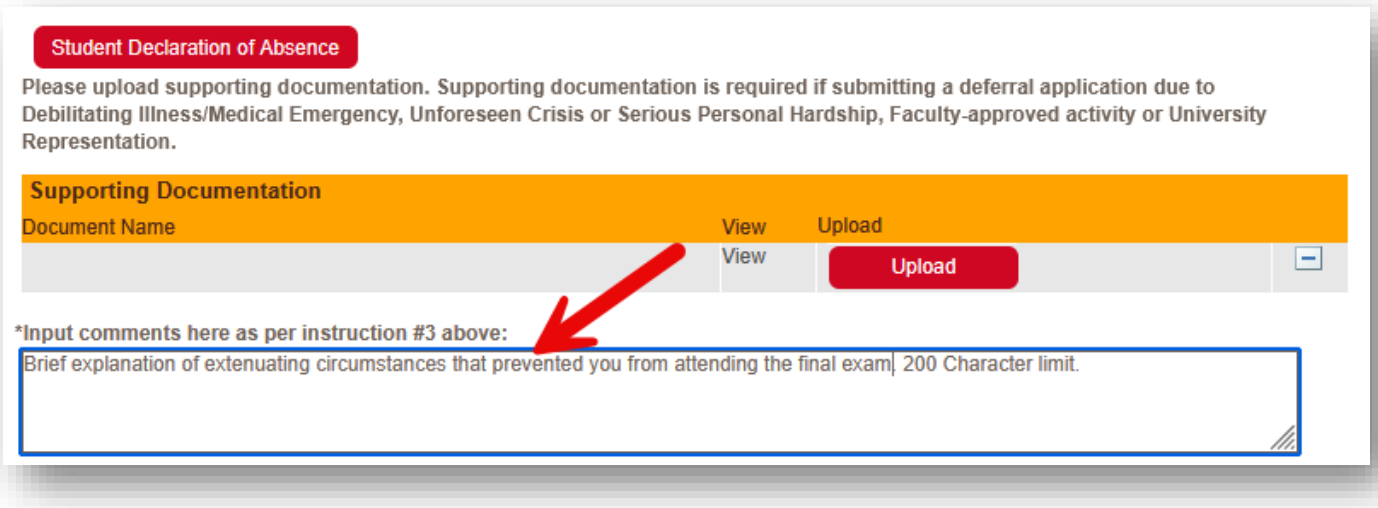
Step 7: Select the reason you were unable to attend your scheduled final exam.



Please note, you will not be able to select Debilitating Illness prior to the day of your exam as you will get the following error message.

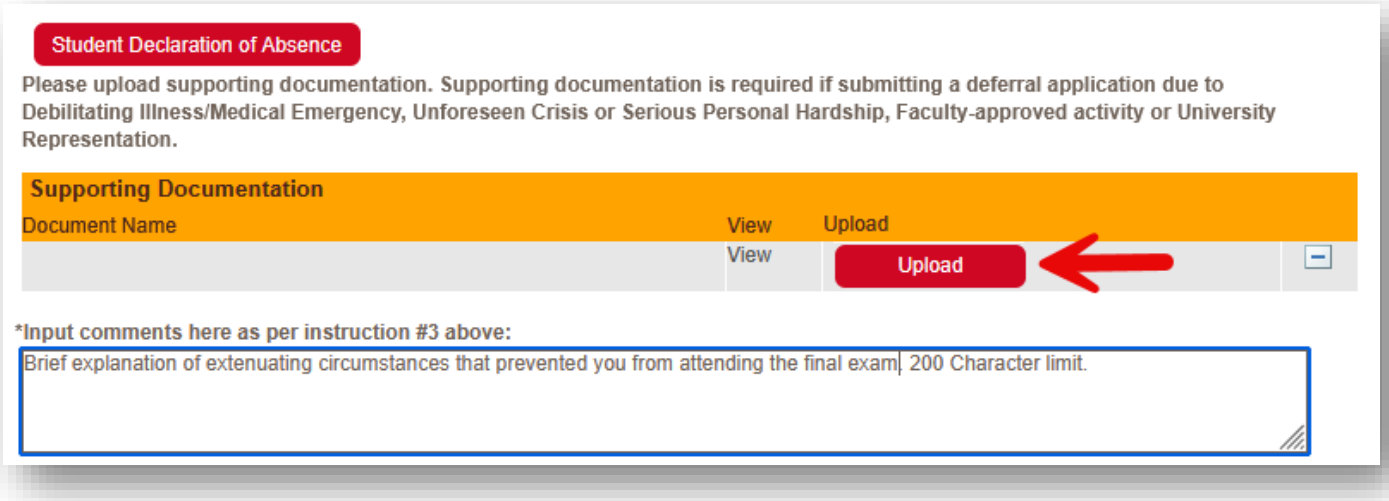


Step 8: In the comment box, briefly explain the circumstances/illness that prevented you from attending the final exam. The limit is 200 characters, including letters, spaces, punctuation. If you need more space, please upload a word document with your full statement. Please note a typed personal statement can be used to explain rationale, NOT as valid supporting documentation. You can attach the personal statement by clicking Upload, and following the steps outlined in 9a below.

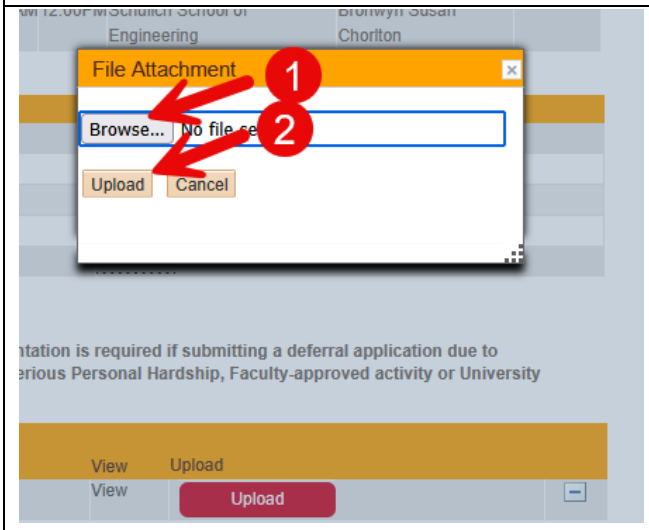


Step 9: Attach your Supporting Documents or complete the Student Declaration of Absence.

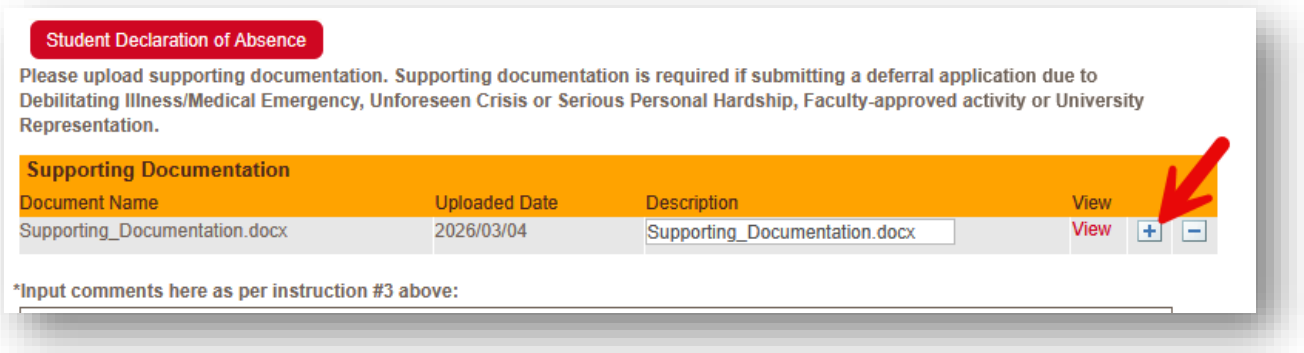
9a: To attach supporting documentation, click Upload.



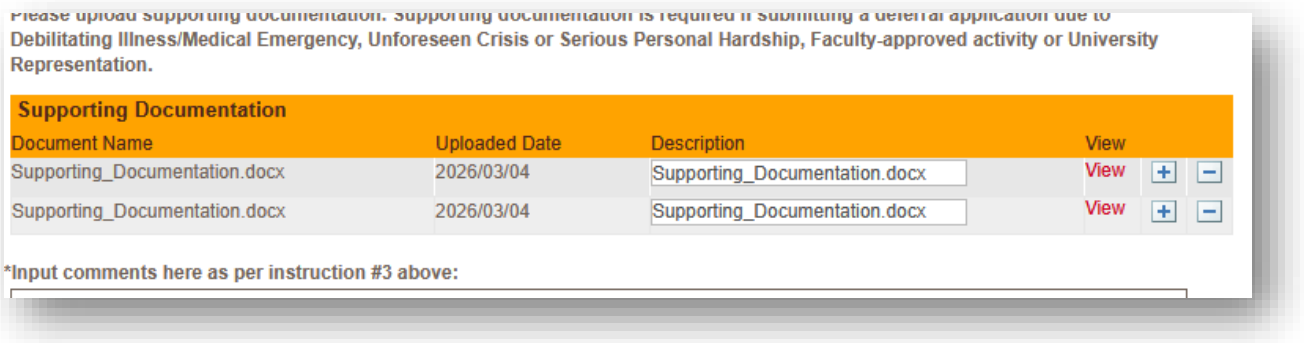
Click Browse to browse the files on your device, then click Upload.



If you need to attach more than one document, click the + button and follow the above process for each additional document.

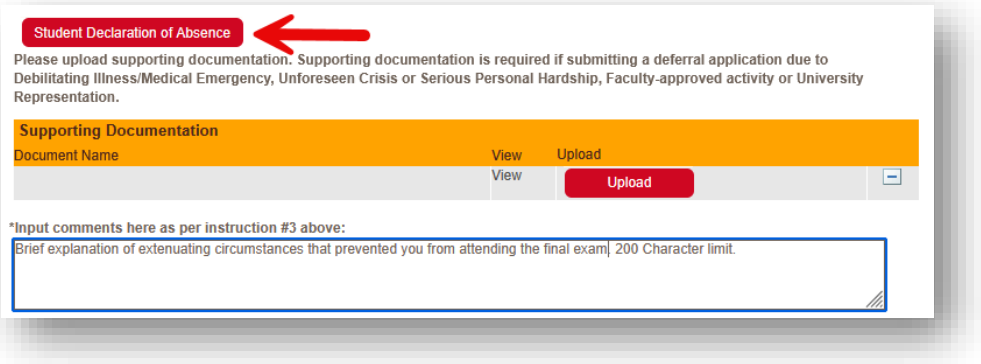


You can add as many documents as needed.

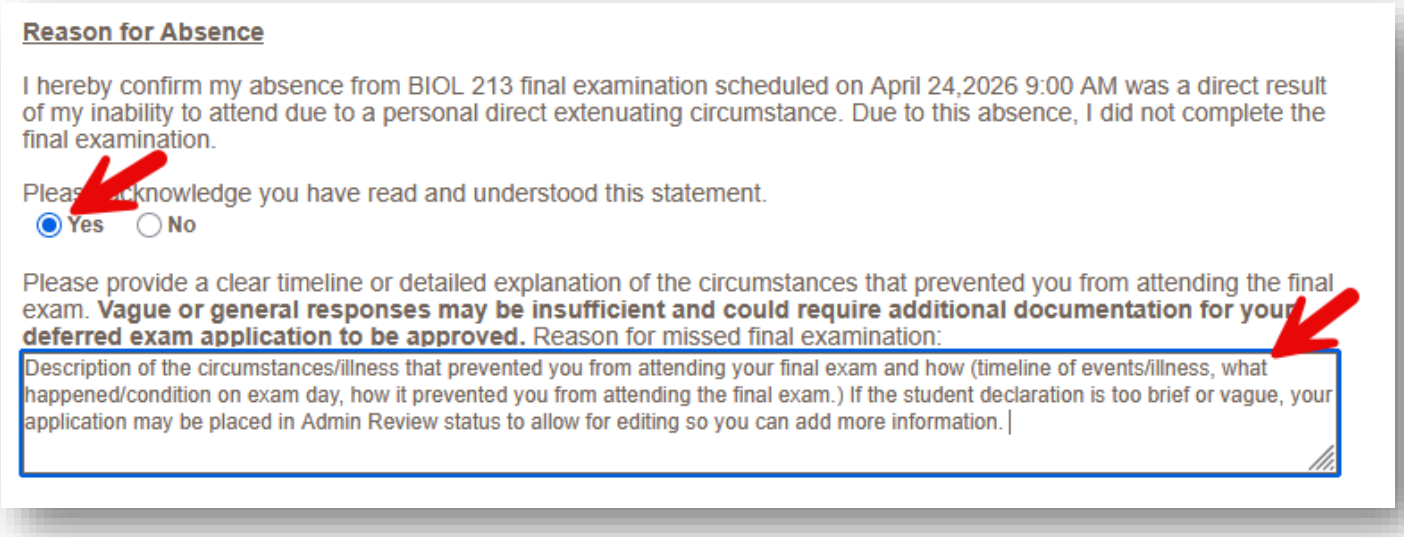


If you do not have supporting documentation at the time of application, you can complete and submit the Student Declaration of Absence. Your statement in the Declaration of Absence must clearly outline a timeline of events/illness, event/your condition on exam day and how it prevented you from attending your final exam. Vague or overly brief statements will not be accepted and may result in your application being denied or placed in Admin Review status. For information about valid supporting documentation, please see the Deferred Final Exams page.

9b. Click on Student Declaration of Absence in the Deferred Final Exam request.



Read through the document and double check the exam information in the Reason for Absence. Then click yes to confirm you have read and understand. In the comment box, outline the timeline of events/illness, what happened/condition on exam day, and how it prevented you from attending the final exam.



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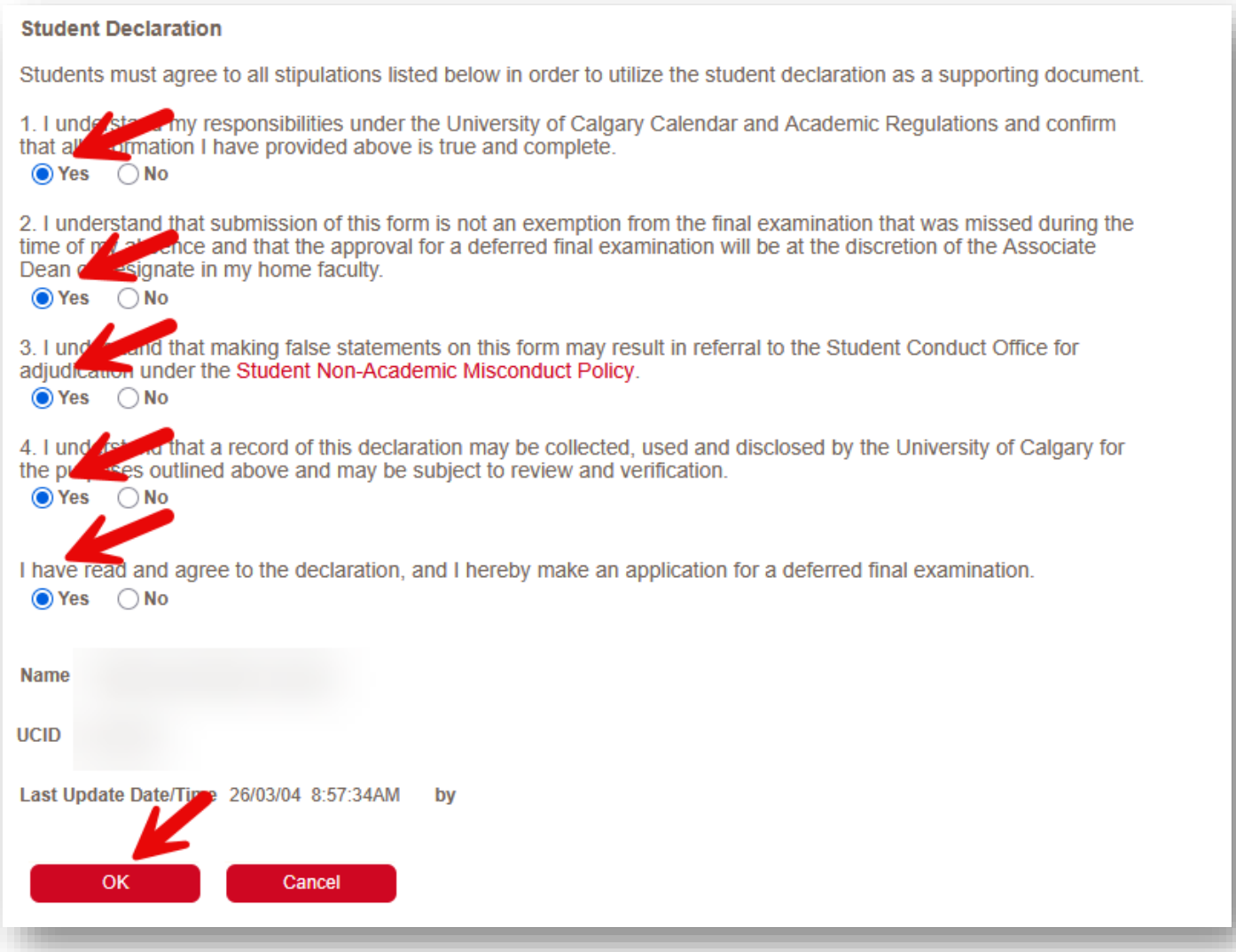
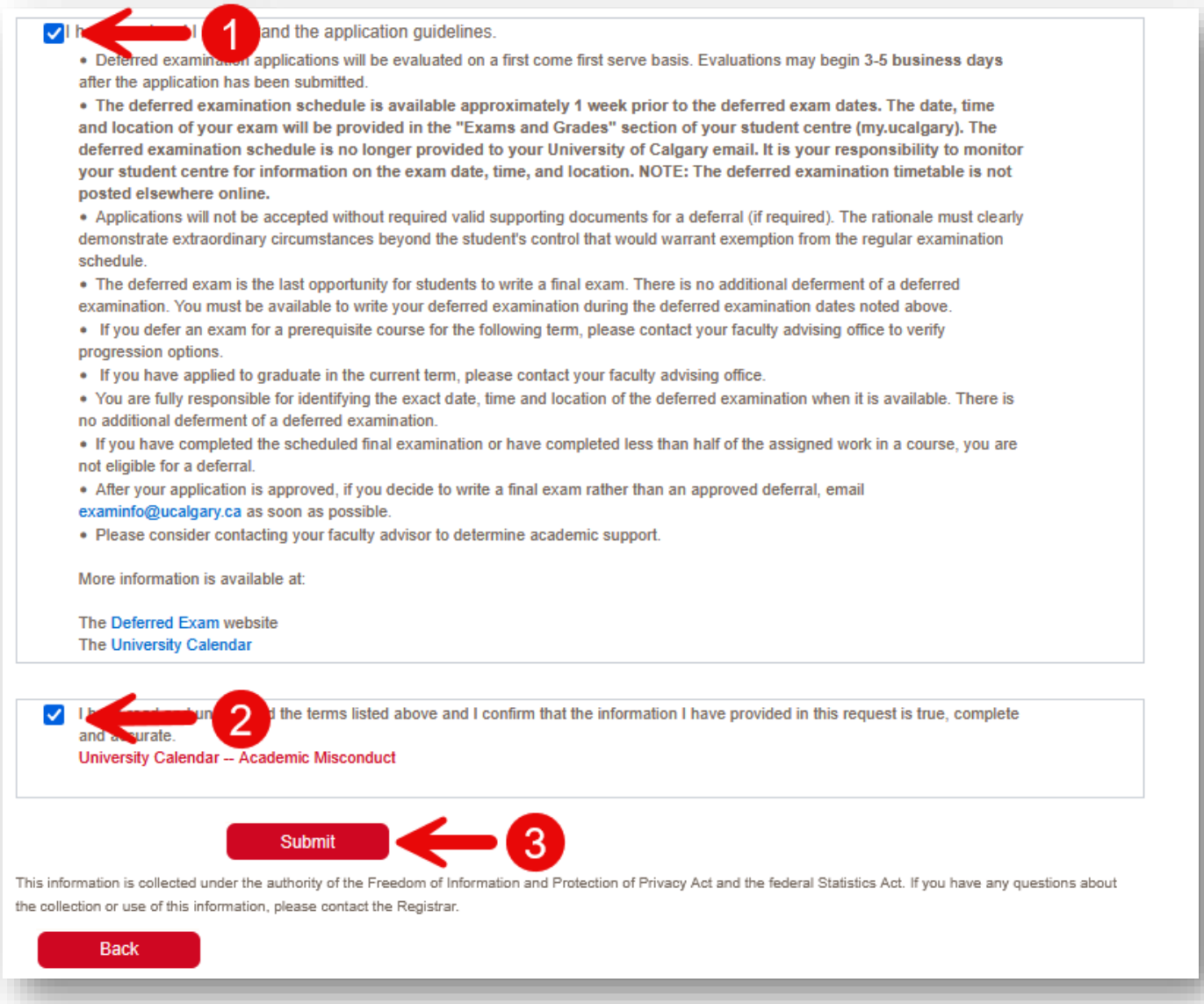
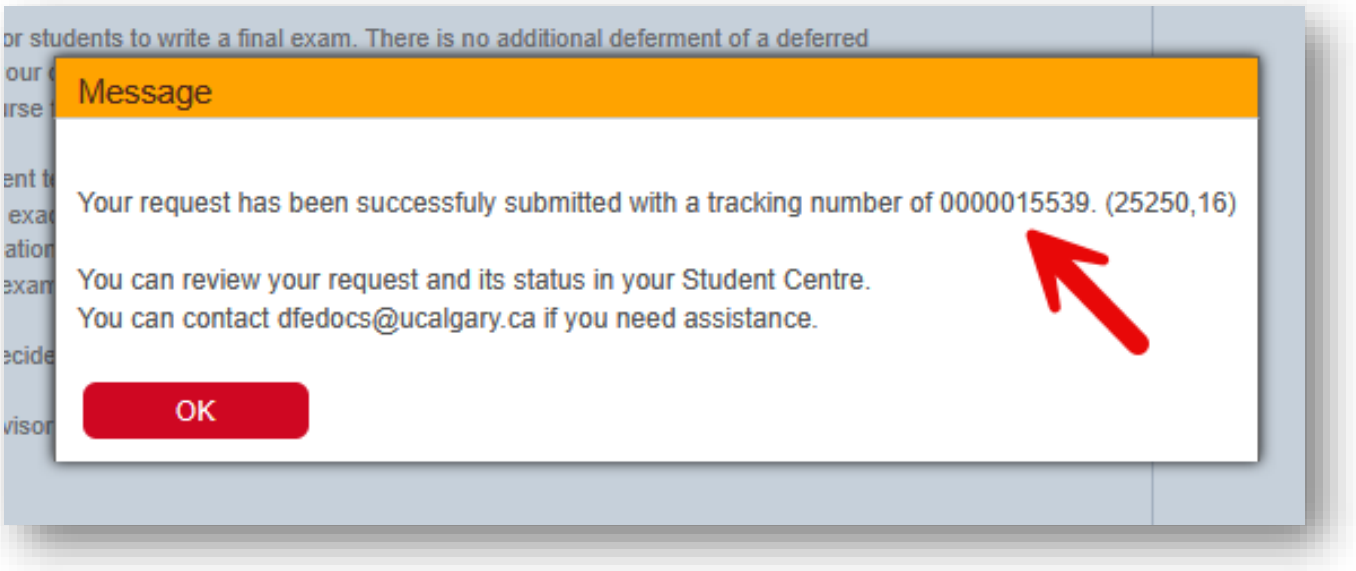
Read the terms and conditions and click Yes on all 5 fields. If all 5 are not clicked Yes, you will not be able to submit the Declaration. Then click OK to submit the Declaration.



10. You must read and acknowledge that you have read and understand the terms and conditions in order to submit the request. There are 2 acknowledgement boxes, the Submit button will not appear until both boxes are checked.



11. A confirmation box will pop up with a reference number in it. That is how you know your request has been submitted successfully.



End of Procedure. If you have any questions, please contact Enrolment Services or email dfedocs@ucalgary.ca