Student Records

UNIVERSITY OF CALGARY

Deferred Final Exam Request

Edit/Update Supporting Documentation

Deferred Final Exam requests are placed in Admin Review status due to insufficient supporting documentation. If your request has been placed in Admin Review status, you will receive an email to your UCalgary email address with a new supporting documentation deadline (deadline is 2 calendar days from when your application was placed in Admin Review status). Please note, if valid supporting documentation is not received by the deadline, your application will be denied. There will not be any additional time given to provide valid supporting documentation.

Valid Supporting Documentation includes:

- **Medical note confirming a medically excused absence on the day of the exam or within a timeframe that includes the date of the exam.**
- **Student Declaration of Absence, outlining timeline of events/illness, circumstances/condition on exam day, and how it prevented you from attending the final exam.**
- **Accident/incident report**
- **Death certificate, obituary, or funeral program**
- **Invitation to Athletic Competition/Academic Conference with reference to your involvement in the event – please note it is to the discretion of the faculty whether the event is eligible for absence as a faculty approved activity, please speak to a faculty advisor before the final exam period for more information.**
- **Jury Duty notice**

Supporting documentation is considered invalid if it does not adequately support your rationale for being absent from the deferred final exam. Reasons documentation is insufficient are:

- **medical note does not confirm a medically excused absence for the date of the final exam**
- **the statement in Student Declaration of Absence is too vague**
- **supporting documentation is a typed personal statement, photo of thermometer, COVID test, prescription, summary of doctor's visit with no medically excused absence, requisition for medical test, or other vague documentation that does not provide sufficient information about the timeline of illness, condition on exam day, and how it prevented you from attending the final exam**
- **picture of broken car with no context of date, time, or outline of attempts to come to campus**
- **Student Declaration of Absence for In-Course Assessments**

Student Records

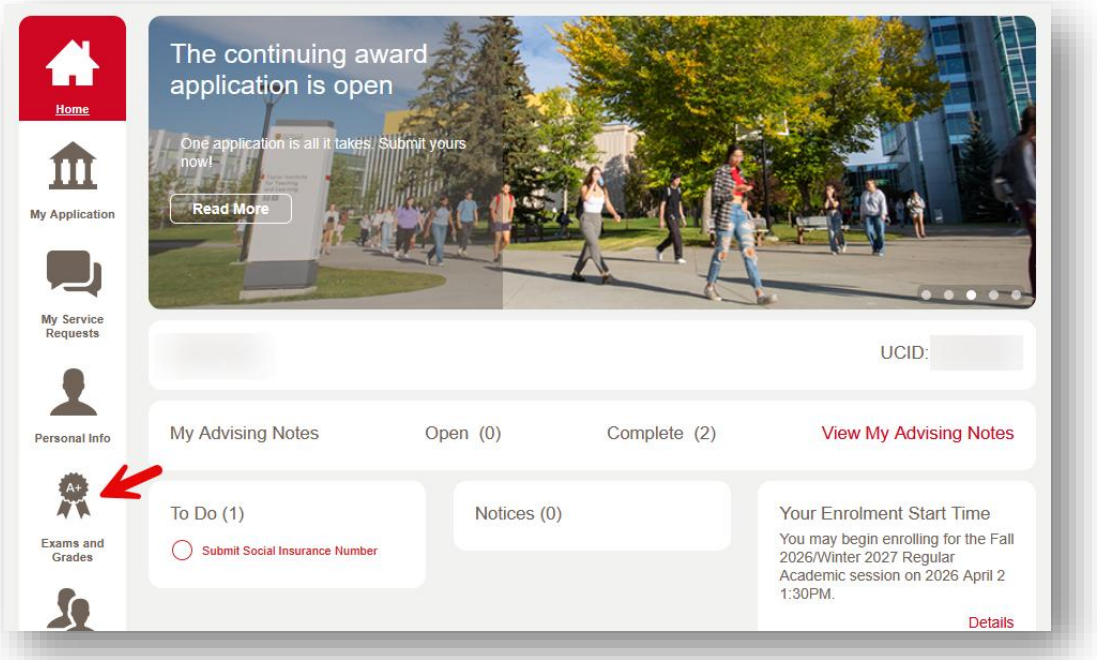
Deferred Final Exam Request

Edit/Update Supporting Documentation

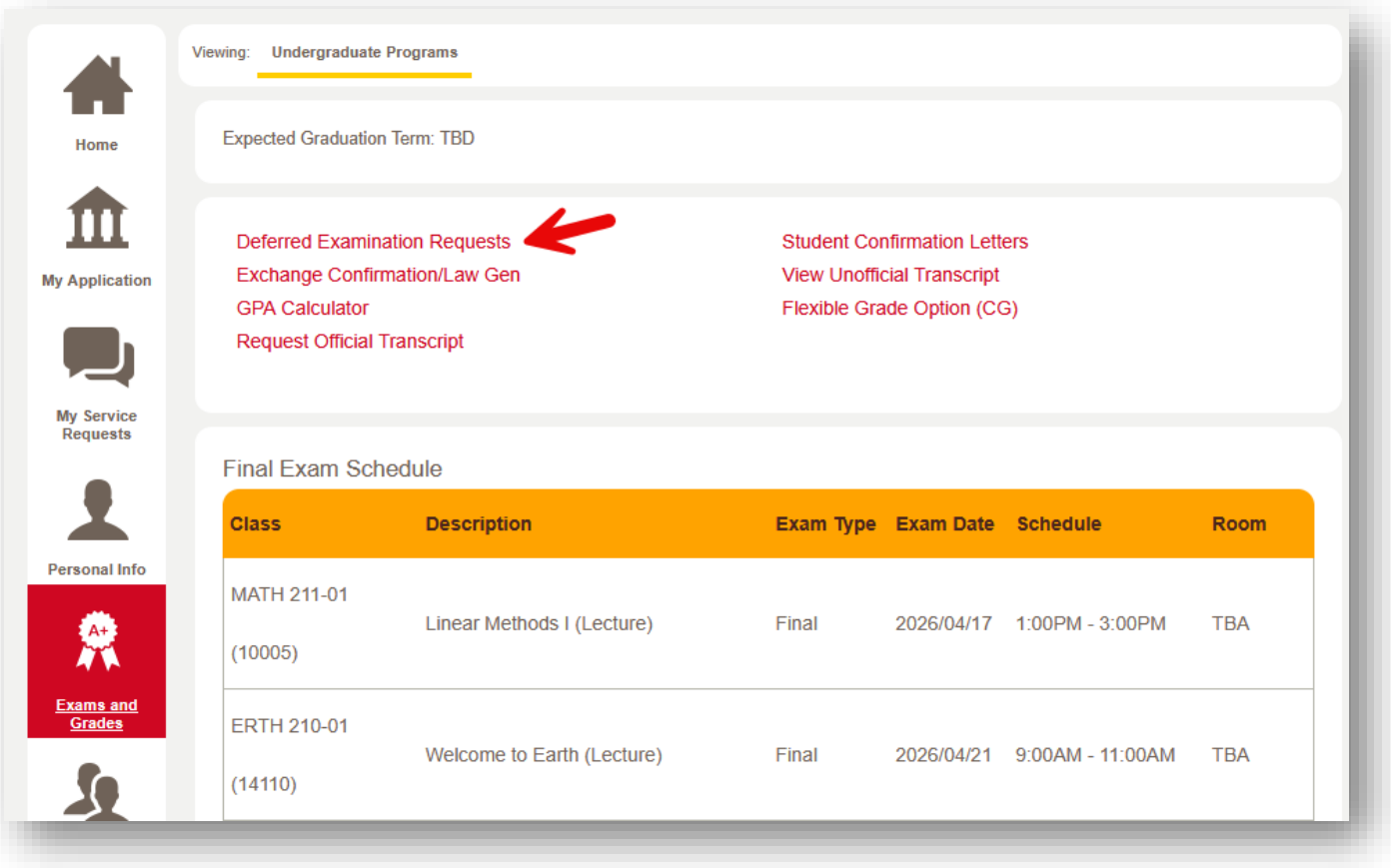
Admin Review status allows you to edit your Student Declaration of Absence or upload valid supporting documentation. For instructions, please see the guide below.

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

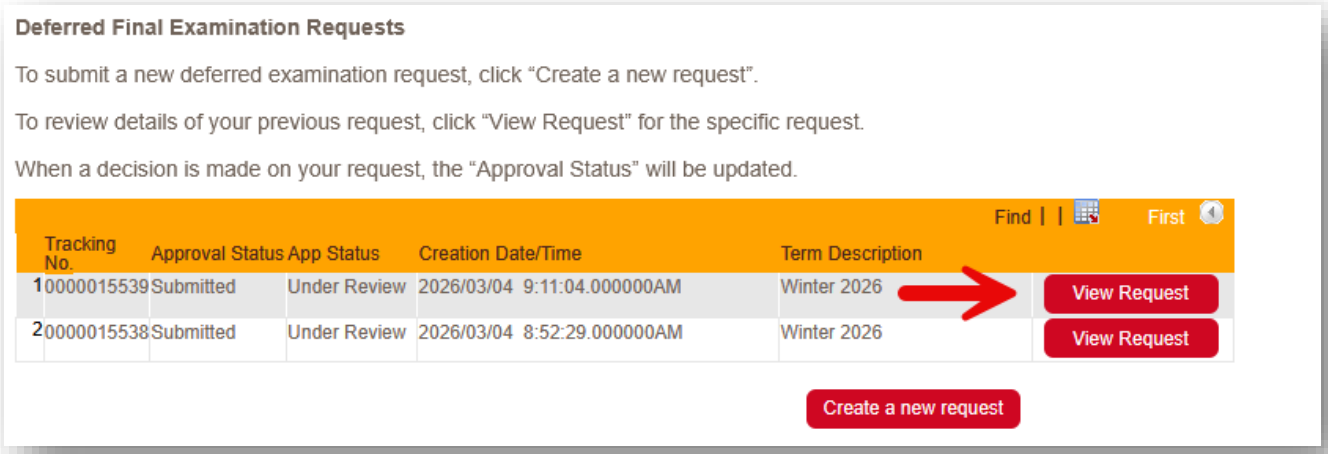
Step 2: Click on the Exams and Grades Tab.



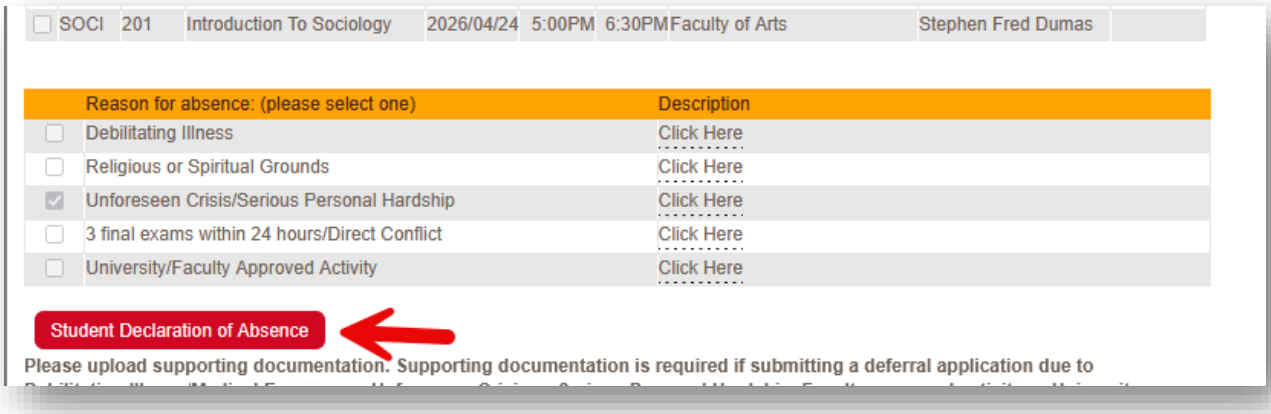
Step 3: Click on the Deferred Examination Requests link.



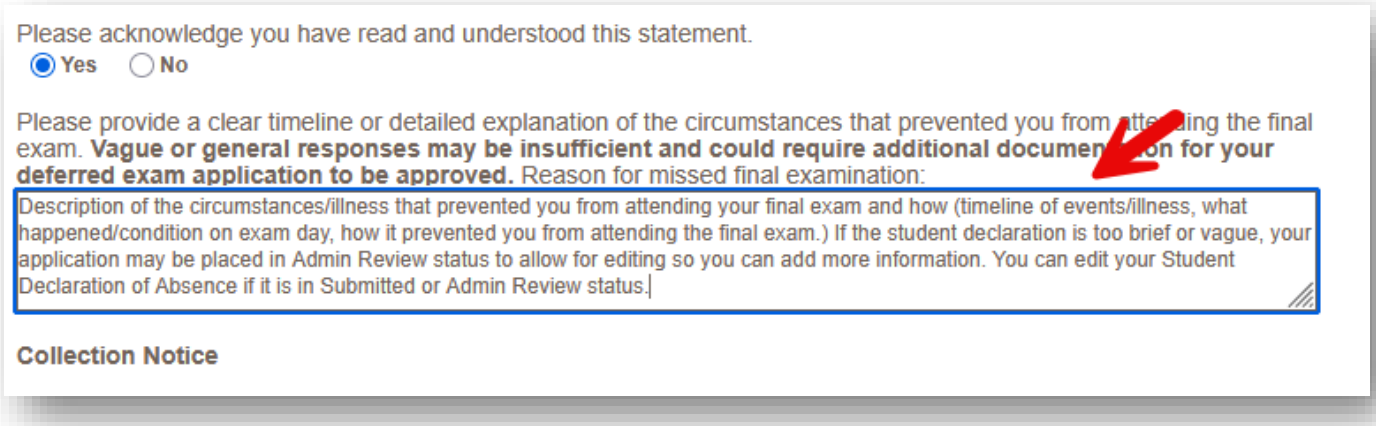
Step 4: Use the tracking number to identify the relevant application then click View Request.



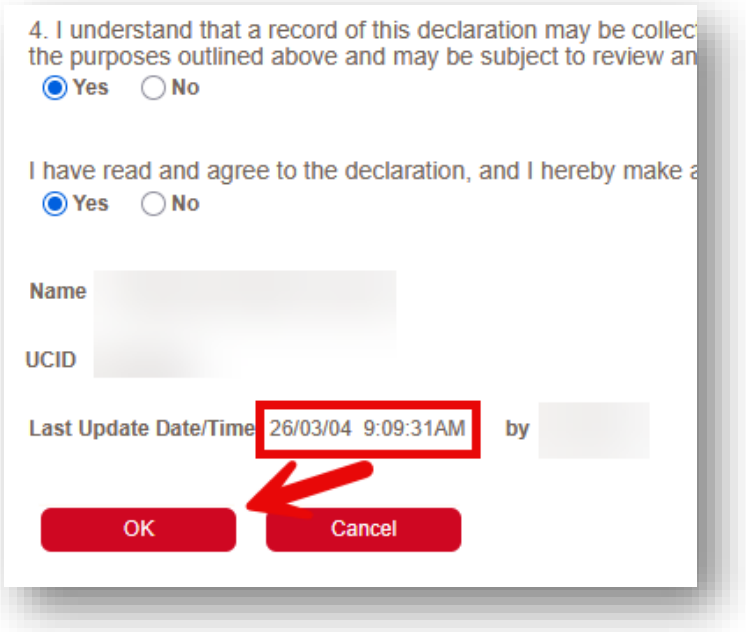
Step 5: Click on Student Declaration of Absence to edit the Student Declaration of Absence. If you need to upload supporting documentation without updating the Student Declaration of Absence, proceed to step 6. If you are completing the Student Declaration of Absence for the first time, please see the completing the Student Declaration of Absence guide.



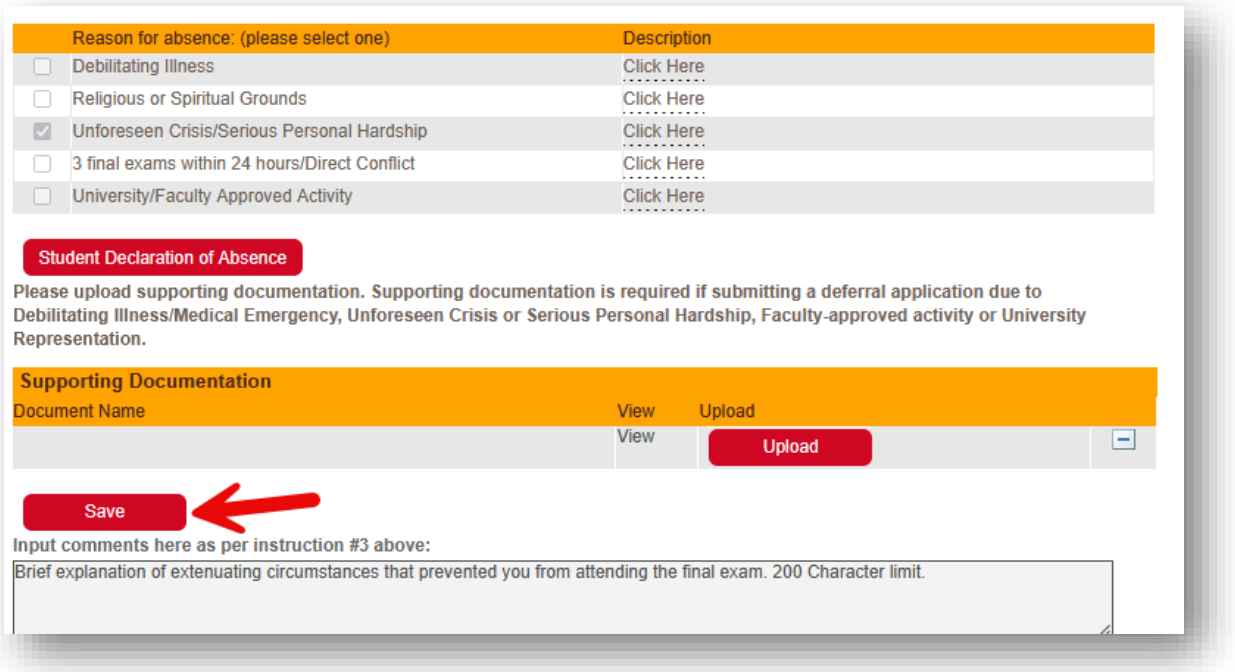
5a. You can update the text in the comment box of the Student Declaration of Absence.



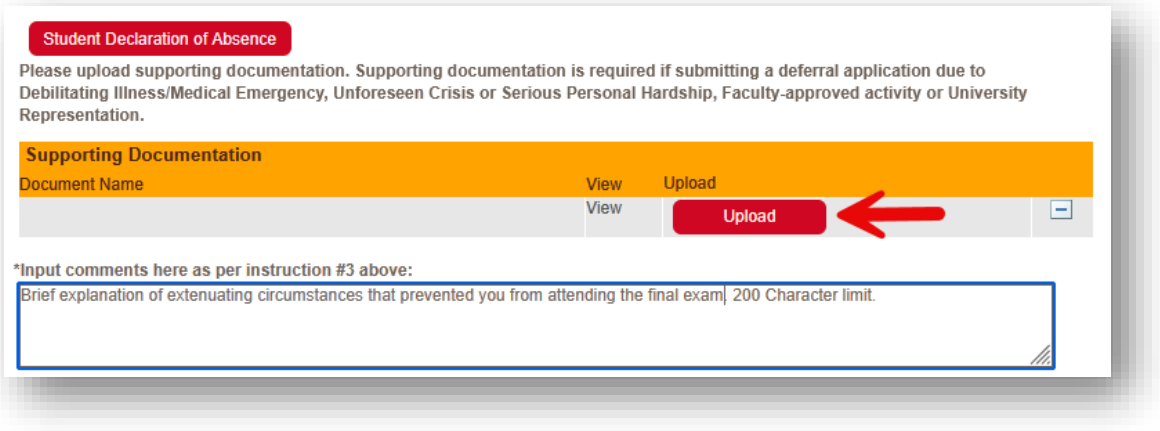
5b. Once you have updated your statement, scroll to the bottom of the page and click OK. The date and time stamp will update automatically.



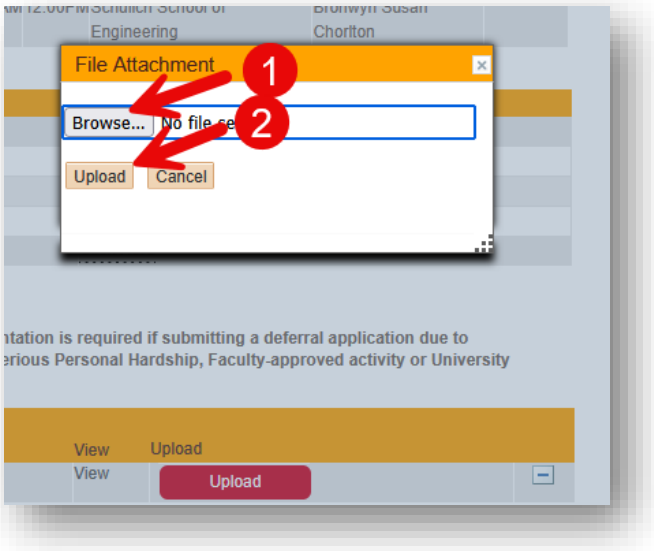
5c. Back in the Deferred Final Exam request, click Save.

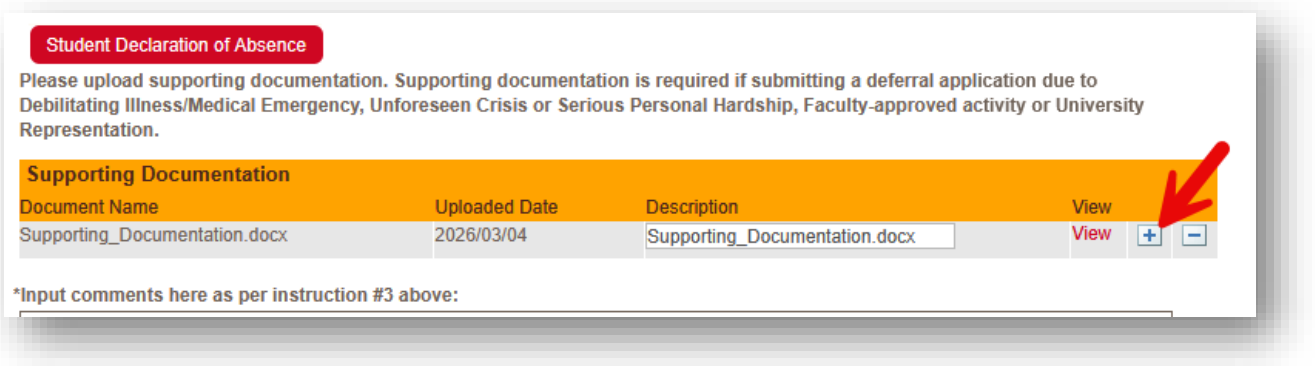


Step 6: If you need to upload supporting documentation, click Upload.



6a. Click Browse to browse the files on your device, then click Upload.



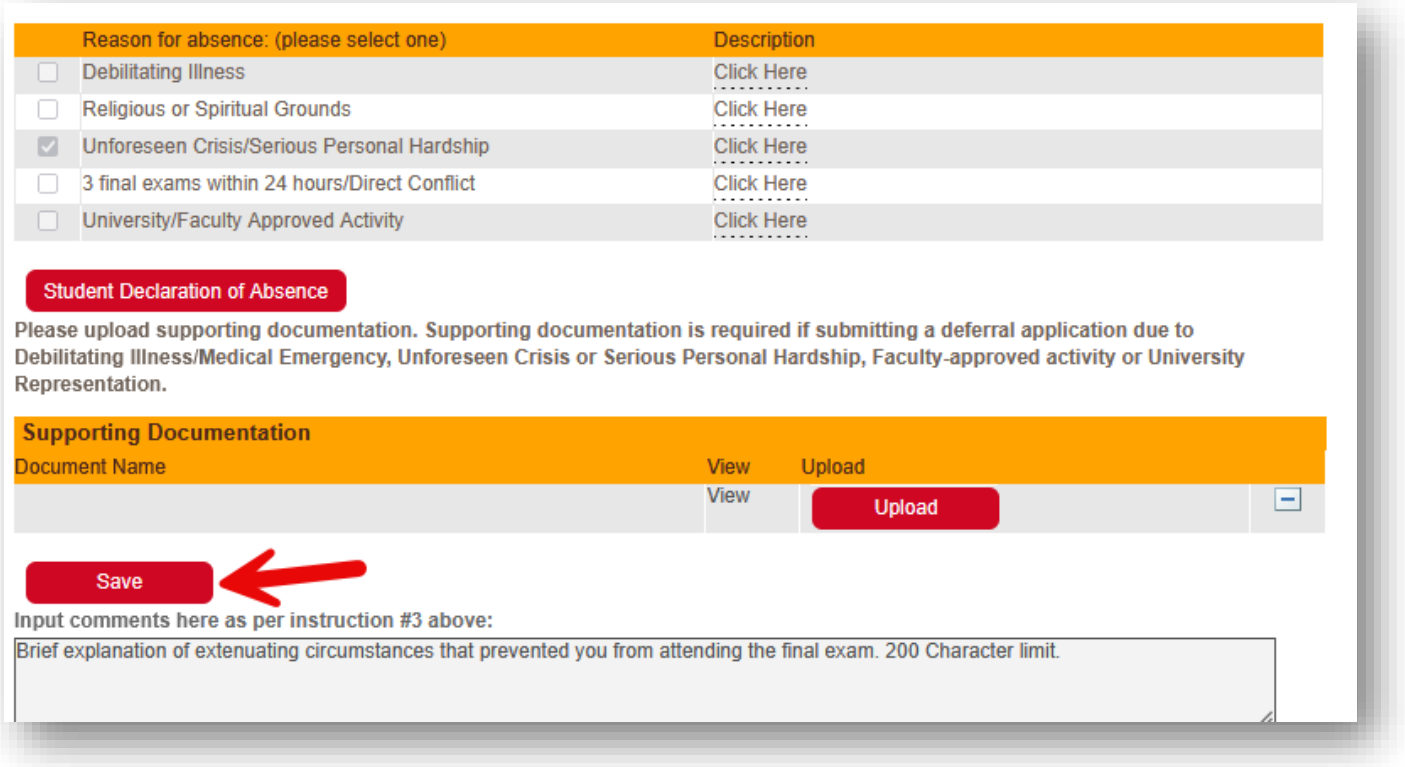
If there is already supporting documentation and you would like to add more, click + and follow step 6a.

You can add as many documents as needed.
6b. Once you are finished uploading documents, click Save.

Student Records

UNIVERSITY OF CALGARY

Deferred Final Exam Request

Edit/Update Supporting Documentation



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