

INSTRUCTIONS: Should an extension of time be required for completion of term work, papers, assignments or instructor-scheduled tests beyond the end of the term, this form is to be completed as outlined below. Deferrals are granted at the discretion of the faculty offering the course and are normally granted for 30 days after the last day of the term. See calendar section G.2.3 for details. Here are the steps for obtaining a deferral of term work:

- 1. The student** completes section one of this form, indicating reasons and, if needed, attaches supporting documentation. The student will then email the form to the instructor of the course, who then complete section two.
- 2. The Instructor** completes section two and indicates the completion date, weighting of the deferred work, and lapse grade. The completed form and supporting documentation is emailed by the instructor to the Associate Dean or designate (Director) of the Faculty offering the course for final approval (Teaching Faculty).
- 3. Teaching Faculty Associate Dean/Faculty Designate** has the final approval for the deferral of term work request and completes section three. The Faculty may alter completion dates, in alignment with university regulations. The approved form is then emailed to examinfo@ucalgary.ca. The faculty retains the supporting documentation for a one year period.
****Note - for Graduate students**, final approval is granted by the teaching faculty offering the course - Faculty of Graduate Studies approval is not required.

1. STUDENT

Name: _____ UCID number: _____
 Email: _____ Phone: _____
 Student's faculty: _____ Term course taken: _____
 (e.g. Fall 2021)

Course name, number and section: _____
 Instructor's name: _____ Instructor's email: _____

Deferral requested for (test, assignment, etc.): _____ Original due date: _____

Reason term work was not completed within the term:

I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath or affirmation. I understand that making a false statement on this form will result in referral to the Student Conduct Office for adjudication under the Student Non-Academic Misconduct Policy and may result in liability under the Criminal Code. I am aware that this statement will remain in my academic file and that repeated requests may invite investigation as to their authenticity.

Student's signature: _____

Date signed: _____

2. INSTRUCTOR

Weighting of deferred term work: _____ % Agreed new due date: _____ Today's date: _____

Final letter grade if work not completed (Lapse Grade): _____

Once instructor section is complete, forward to Associate Dean or designate from instructor's UCalgary email address for final approval.

3. ASSOCIATE DEAN OR DESIGNATE - TEACHING FACULTY

Approved Not approved Date approved/not approved: _____

If approved, new completion date for deferred term work: _____

Comments: _____

Approval is granted by the Faculty when the form is received from a Faculty approved UCalgary address.

Send approved DFT form to Student Records - examinfo@ucalgary.ca