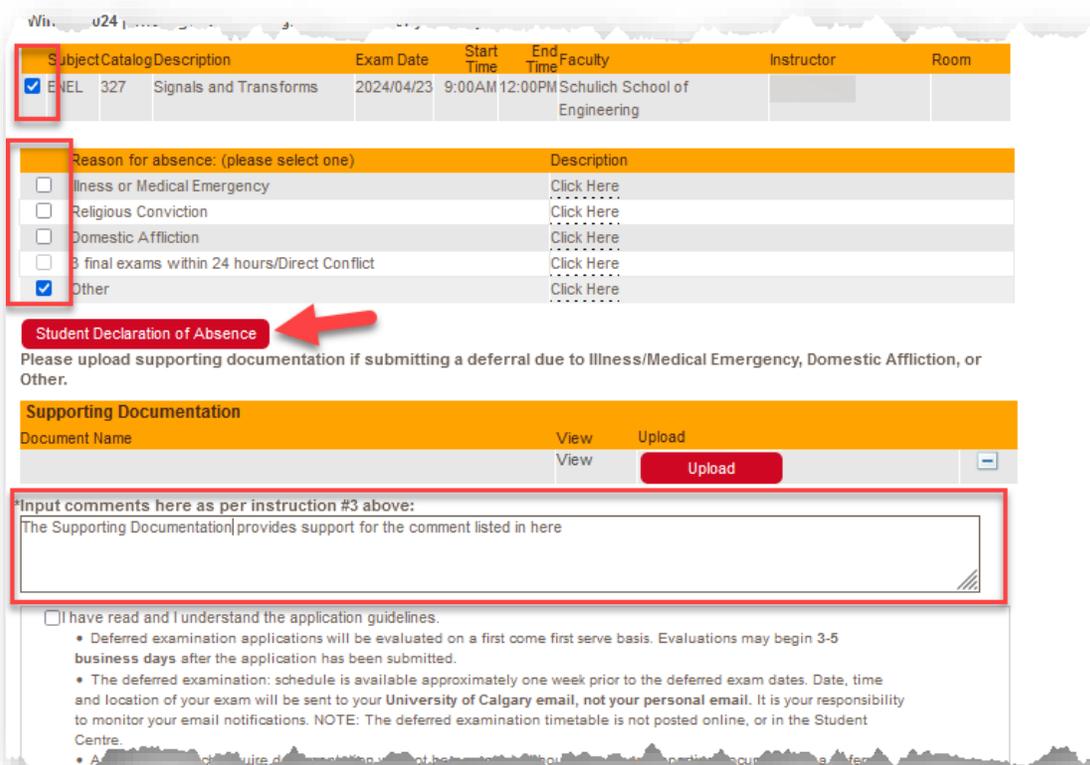


The Student Declaration of Absence is embedded in the Deferred Final Exam application; it can be used as valid supporting documentation. This guide will walk you through the process of completing and submitting a Student Declaration of Absence. Please note, in order for a Student Declaration of Absence to be sufficient supporting documentation it must support your rationale for missing the registrar scheduled final exam and provide context as to why your absence meets the criteria for eligibility for a deferred final exam under regulation [G.3.4](#) in the Academic Calendar.

1. In your deferred final exam application, select the course you would like to defer and the reason for your deferral.
2. Click on the Student Declaration of Absence button located below the Reason for Absence section.



Subject Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor	Room
<input checked="" type="checkbox"/>	ENEL 327 Signals and Transforms	2024/04/23	9:00AM	12:00PM	Schulich School of Engineering		

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

Student Declaration of Absence

Please upload supporting documentation if submitting a deferral due to Illness/Medical Emergency, Domestic Affliction, or Other.

Document Name	View	Upload
	View	Upload

***Input comments here as per instruction #3 above:**
The Supporting Documentation provides support for the comment listed in here

I have read and I understand the application guidelines.

- Deferred examination applications will be evaluated on a first come first serve basis. Evaluations may begin 3-5 business days after the application has been submitted.
- The deferred examination: schedule is available approximately one 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. NOTE: The deferred examination timetable is not posted online, or in the Student Centre.
- At the time of your application, you will be required to provide a valid email address for notification purposes.

3. A fillable form will pop up. In the next steps, we will go through the form in more detail.

Student Declaration of Absence

instruction/definition to use the Student Declaration of Absence

If you have submitted supporting documentation for your deferred final examination application, you are not required to complete the Student Declaration of Absence.

Students who do not have supporting documentation required to accompany the Deferral of Final Examination application may submit the Student Declaration of Absence to meet this requirement.

Student Declaration of Absence

The University of Calgary recognizes that students who have missed a required final examination due to incapacitating physical or mental health conditions, or other extenuating circumstances may apply for a deferred final examination in accordance with the [University of Calgary Calendar and Academic Regulations](#).

Students are eligible to use this Student Declaration of Absence electronic form to meet the supporting documentation requirement of their Deferral of Final Examination application. If you have submitted supporting documentation for your application, you are not required to complete this Student Declaration of Absence.

Reason for Absence

I hereby confirm my absence from ENEL 327 final examination scheduled on April 23, 2024 9:00 AM was a direct result of my inability to attend due to a personal direct extenuating circumstance. Due to this absence, I did not complete the final examination.

Please acknowledge you have read and understood this statement.

Yes No

Please explain why you missed this final examination. Reason for missed final examination:

Collection Notice

The personal information requested on this form is collected under the authority of the Post-Secondary Learning Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose of administering final examinations and determining eligibility for an excused absence in accordance with University of Calgary Calendar and Academic Regulations.

Access to information collected through this form will be limited to a select group of individuals involved in the administration of final examinations at the University of Calgary and will be disclosed to relevant academic and administrative units as deemed necessary to fulfill that purpose. Record will be maintained for a period of time in accordance with the University's Master Archival Records Retention Schedule.

Your personal information will not be disclosed or used for any purpose that has not been stated above without your direct consent. For questions, please contact Enrolment Services at 403.210.7625, visit H/NSC 220, or email ofedocs@ucalgary.ca.

Student Declaration

Students must agree to all stipulations listed below in order to utilize the student declaration as a supporting document.

- I understand my responsibilities under the University of Calgary Calendar and Academic Regulations and confirm that all information provided above is true and complete.
 Yes No
- I understand that submission of this form is not an exemption from the final examination that was missed during the time of my absence and that the approval for a deferred final examination will be at the discretion of the Associate Dean or designate in my home faculty.
 Yes No
- I understand that making false statements on this form may result in referral to the Student Conduct Office for adjudication under the [Student Non-Academic Misconduct Policy](#).
 Yes No
- I understand that a record of this declaration may be collected, used and disclosed by the University of Calgary for the purposes outlined above and may be subject to review and verification.
 Yes No

I have read and agree to the declaration, and I hereby make an application for a deferred final examination.

Yes No

Name
UCID
Date

4. Read the instructions and information about the Student Declaration of Absence. Select Yes to acknowledge that you have read and understand the statement and confirm that you did not complete the final exam. If you do not consent to all the terms of the form, you will be unable to submit the student declaration in order to support your deferral request.

Student Declaration of Absence

Instruction/definition to use the Student Declaration of Absence

If you have submitted supporting documentation for your deferred final examination application, you are not required to complete the Student Declaration of Absence.

Students who do not have supporting documentation required to accompany the Deferral of Final Examination application may submit the Student Declaration of Absence to meet this requirement.

Student Declaration of Absence

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Students are eligible to use this Student Declaration of Absence electronic form to meet the supporting documentation requirement of their Deferral of Final Examination application. If you have submitted supporting documentation for your application, you are not required to complete this Student Declaration of Absence.

Reason for Absence

I hereby confirm my absence from ENEL 327 final examination scheduled on April 23, 2024 9:00 AM was a direct result of my inability to attend due to a personal direct extenuating circumstance. Due to this absence, I did not complete the final examination.

Please acknowledge you have read and understood this statement.

Yes No

5. Provide an explanation for why you could not attend the final exam. Focus your explanation on exam day and include important context such as dates and timelines related to the matter. Please note that if sufficient information is not provided, you may be asked to provide more information. If sufficient information is not provided, approval for a deferred final exam will be withdrawn.

I hereby confirm my absence from ENEL 327 final examination scheduled on April 23, 2024 9:00 AM was a direct result of my inability to attend due to a personal direct extenuating circumstance. Due to this absence, I did not complete the final examination.

Please acknowledge you have read and understood this statement.

Yes No

Please explain why you missed this final examination. Reason for missed final examination:

Explanations must provide sufficient context to explain why you were unable to attend the final exam. Explanations that are too vague or general, explanations that do not address exam day specifically, or explanations that indicate a matter that is not supported by the academic calendar as a valid reason to defer a final exam, will not be considered sufficient supporting documentation.

If you need more space to write, you can extend the box by clicking and dragging the diagonal lines in the bottom right hand corner.

Collection Notice

The personal information requested on this form is collected under the authority of the Post-Secondary Learning Act and Section 22(c) of the Freedom of Information and Protection of Privacy Act and will be

6. Read the Collection Notice and select Yes to the stipulations and the acknowledgement that you have read and agree to the declaration. Please note, if you do not select Yes for all 5 fields, the declaration will not be accepted as a valid supporting document.

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Collection Notice

The personal information requested on this form is collected under the authority of the Post-Secondary Learning Act and Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used for the purpose of administrating final examinations and determining eligibility for an excused absence in accordance with University of Calgary Calendar and Academic Regulations.

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Student Declaration

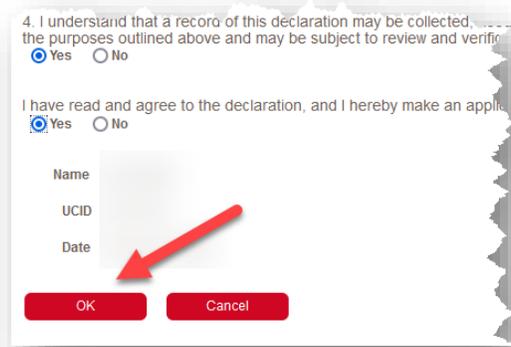
Students must agree to all stipulations listed below in order to utilize the student declaration as a supporting document.

1. I understand my responsibilities under the University of Calgary Calendar and Academic Regulations and confirm that all information I have provided above is true and complete.
 Yes No
2. I understand that submission of this form is not an exemption from the final examination that was missed during the time of my absence and that the approval for a deferred final examination will be at the discretion of the Associate Dean or designate in my home faculty.
 Yes No
3. I understand that making false statements on this form may result in referral to the Student Conduct Office for adjudication under the [Student Non-Academic Misconduct Policy](#).
 Yes No
4. I understand that a record of this declaration may be collected, used and disclosed by the University of Calgary for the purposes outlined above and may be subject to review and verification.
 Yes No

I have read and agree to the declaration, and I hereby make an application for a deferred final examination.
 Yes No

Name _____
UCID _____
Date _____

- Review your Student Declaration. Double check that you have selected Yes in all Yes/No fields. Ensure that your explanation is sufficient to support your rationale for missing the final exam. Once you are ready to submit your Student Declaration of Absence, click OK.



4. I understand that a record of this declaration may be collected, for the purposes outlined above and may be subject to review and verification. Yes No

I have read and agree to the declaration, and I hereby make an application. Yes No

Name

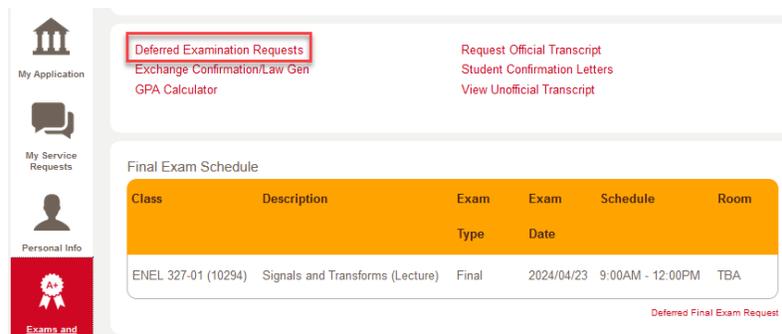
UCID

Date

OK **Cancel**

Please note, if an approval is withdrawn due to insufficient documentation, the application will be placed in Under Review status and you will be contacted via your UCalgary email address for additional information. Failing to provide sufficient documentation by the deadline set in this email will result in your application being denied.

You can view your application status at any time in your Student Centre under the Exams and Grades Tab.



Deferred Examination Requests

Request Official Transcript
Exchange Confirmation/Law Gen
GPA Calculator

Request Official Transcript
Student Confirmation Letters
View Unofficial Transcript

Final Exam Schedule

Class	Description	Exam Type	Exam Date	Schedule	Room
ENEL 327-01 (10294)	Signals and Transforms (Lecture)	Final	2024/04/23	9:00AM - 12:00PM	TBA

Deferred Final Exam Request

If you have any questions about your application status, or are having trouble submitting supporting documents, email dfedocs@ucalgary.ca as soon as possible. Be sure to include your UCID number, Full Name, Application Reference Number, and a screenshot of any error messages you are receiving.

END OF PROCEDURE