

Application for Deferred Final Examinations

Please read and follow instructions to complete the application

Final Exam and Deferred Exam Dates

Students are expected to be available for the duration of the final examination period.

Students are eligible to apply for a deferred final examination as outline below:

Reason for Deferral	Supporting Documentation	Application Deadline
Three Exams in 24 hours	Not required (You're only able to select this reason to defer if your schedule constitute as three exams within 24 hours)	October 19, 2018 (10 business days after the release of the final exam schedule)
Religious Conviction	Provide rationale on comments area of the application. Supporting documentation is not required.	
Illness or Medical Emergency	Provide rationale in comments area of the application. Submit your supporting documentation to your faculty office if you have any. It is not required at the time of your application submission; however, you must be able to provide documentation when requested by your faculty.	2 business days after the scheduled final exam (For exams scheduled on Dec. 20, 2018, the deadline for application is Jan. 2, 2019)
Domestic Affliction	Supporting document is required, i.e. written statement from a third party, an accident report, notice (certification) of a death etc.	
Other	Supporting document is required, i.e. letter from coach, nomination letter etc.	

Travel arrangements and misreading of the examinations timetable are not valid reasons for requesting a deferral.

Application and Approval Process

- Application:** Complete the application in full and attach required supporting documentation, if applicable. Submit the application to the faculty offering the course(s). See faculty locations below for application submission. Multiple application forms may be required if you are requesting to defer exams offered by different faculties.

Submit your application(s) and documentation to the Medicine Undergraduate office:

Application for Deferred Final Examination Cumming School of Medicine (MD Program)

This application is used to request a deferral for examination(s).

1. Fill in your contact information in full

Last Name		First Name			U of C Student ID #			
University of Calgary Email				Phone Number(s)				
@ucalgary.ca								

2. List the course(s) for which you are requesting a deferral. Multiple forms may be required if you are deferring courses offered by different faculties. See page 1 for application locations.

Course	Course #	Lecture	Date & Time of Exam
<i>e.g. MDCN</i>	<i>320A</i>	<i>L03</i>	

3. Select the reason for your deferral. For more information on the required documents, see page 1.

Reason for absence: (please select one)	Supporting documentation
<input type="checkbox"/> Illness/Medical	Supporting documentation is optional.
<input type="checkbox"/> Domestic Affliction / Compassionate	Supporting documentation required.
<input type="checkbox"/> Religious Conviction	No documentation required.
<input type="checkbox"/> 3 final exams within 24 hours/Direct Conflict	No documentation required.
<input type="checkbox"/> Other	Supporting documentation required.

➤ Have you deferred a final exam before?

- Yes
 No

Rationale: (Required, except 3 exams within 24 hours. Include additional information on a separate sheet if necessary)

- I have attached all supporting documentation to this form.
 I have read and I understand the Deferred Final Examination guidelines on page 1 and 2.

Student Signature	Date
	m m d d y y y y

Office use	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Notes
<input type="checkbox"/> Indicator/comment <input type="checkbox"/> DFE/GP	Approver Signature
	Date
	m m d d / / / /