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.
Deferred Final Exam
How to Complete a Student Declaration of Absence

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

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 If sufficient information is not provided, approval for a deferred final exam will be withdrawn.
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.
Deferred Final Exam
How to Complete a Student Declaration of Absence

7. 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.

Please note, if an approval is withdrawn due to insufficient documentation, the application will be placed in Under Review status and you will be contacted via your UCalgary email address for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.

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