

Welcome to the Troubleshooting Course Challenges series from the Student Success Centre. In this video, we meet Ahmed, who, due to unexpected circumstances, needs to explore options for submitting course assignments after the end of term. This process is called a request for deferral term work.

Next, let's look at the deferral of term work request form. If Ahmed's course instructors encourage him to request a deferral of term work, he will need to complete a deferral of term work form. This form can be found on the University of Calgary's Registrar's webpage under Student Forms, and we have provided a link to it in the resources section alongside this video.

Once he downloads the form, Ahmed would complete the top portion including the details of the course and assignment and the circumstances that led to the request. Once Ahmed has completed one form for each course, he should email the forms to each course instructor.

The course instructor will complete their portion of the form and then send this to the

Ahmed may also want to meet with an academic support staff member for help planning out his assignments once he returns or while he is supporting his family. Writing support services within the Student Success Centre is also a free service where Ahmed can bring written assignments for feedback from a writing tutor.

Ahmed should also want to speak with his faculty advisor to discuss how deferring term work might impact his future course schedule and degree progression.

Student Wellness Services might also be a resource that Ahmed would find helpful given the challenges he is experiencing. They provide counseling services to support students' mental health as well as medical doctors and peer support through their peer listening program.

Why should Ahmed take action? Various circumstances can impact your ability to succeed or, as in Ahmed's case, complete every course with a satisfactory grade. If you have an unanticipated challenge arise, like Ahmed did, the university has student services and processes in place to support you. Accessing help is an important step to support your ongoing learning and academic success.

We encourage you to reach out to one of the many resources on campus for support. If you are not sure where to start, drop by the Student Success Centre in the Taylor Family Digital Library, book an appointment at [elevate.ucalgary.ca](http://elevate.ucalgary.ca) or email us at [success@ucalgary.ca](mailto:success@ucalgary.ca).