

## Student Declaration of Absence for In-course Assessments

This form can be used as documentation to request an alternate arrangement related to the **M1 Regulation** for missed in-course assessments. You can submit additional types of supporting documentation alongside this form if you choose.

For more information about documentation options and available support, please visit **When unexpected circumstances interrupt your studies**. You can also meet with a **Student Success Centre** staff member or an advisor in your **faculty advising** office for support.

Only use this form if you missed or will miss an in-course assessment. If you missed a registrar-scheduled exam, you will need to follow the deferred final exam process on the **Registrar website**.

### Reason for Absence

Please complete the details below to confirm that you missed the in-course assessment listed below due to a personal circumstance.

Student name:

UCID:

UCalgary email address:

#### Nature of personal circumstance:

☐ Health condition or injury

☐ Compassionate/Personal

☐ Bereavement

☐ Religious/Spiritual Observance\*

*\*This includes oral invitations from Elders or Traditional Knowledge Keepers*

☐ Participation in University athletic/scholastic event\*

*\*Students are recommended to consult program or faculty regulations for approved events for excused absences.*

☐ Other: if your situation is not reflected, please explain:

If this personal circumstance affects multiple courses, one form IS REQUIRED for each course.

**Academic requirements needing alternate arrangement:** Identify what assessment has been missed, including the date and description from your course outline.

Course name, course number, and course instructor (MATH 249, Dr. Rex) affected:

## Declaration

I declare that:

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

I understand that submission of this form is not an exemption from the in-term course assessment that was missed during the time of my absence and that the approval for an alternate arrangement will be at the discretion of the course instructor.

☐ Yes ☐ No

I understand that making false statements on this form may result in referral to the applicable university policy for adjudication.

☐ 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 below, under Collection Notice.

☐ Yes ☐ No

☐ I have read and agree to the declaration, and I make a request for an alternate arrangement for an missed in-course assessment.

Signed:

Date:

UCID:

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**NOTE:** If there is disagreement between you and your course instructor, you can contact the associate dean or department head in your faculty to discuss the matter further.

## Collection Notice

The personal information request 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 missed in-term course assessment and determining eligibility for an excused absence in accordance with the University of Calgary Calendar and Academic Regulations.