STUDENT DECLARATION OF ABSENCE
From required classes, test, exams, or other coursework

Student is absent for 4 consecutive days or more

Student must contact instructor within 5 days following the last day of absence.

Students must refer to the “Long-term Absence” section of academic regulation "Missed or Late Academic Requirements due to Student Absence"

Student is absent for 3 consecutive days or fewer

Missed or late academic requirement?  

YES

Student must review faculty, college, school, instructor or course-specific guidelines and policies for missed classes.

NO

Student is absent for 3 consecutive days or fewer

Missed or late FINAL academic requirement

FINAL exam, students must refer to academic regulation “Requests for an Alternative Final Examination Time”.

Missed or late regular or mid-term academic requirement

FINAL coursework is exempt from this form. Students must refer to faculty, college, school, instructor or course-specific guidelines and policies.

1ST ABSENCE

Student notifies instructor by phone or email prior to the academic requirement deadline or scheduled time.

Student submits this form by email, on-line through Brightspace, or in person within three (3) days following the last day of absence.

Alternate coursework arrangements are at the discretion of instructor(s).

2ND ABSENCE

Student notifies instructor by phone or email prior to the academic requirement deadline or scheduled time.

Student submits this form by email, on-line through Brightspace, or in person within three (3) days following the last day of absence.

3RD ABSENCE

Students must refer to the academic regulation “Missed or Late Academic Requirements due to Student Absence” and meet with Faculty or Declared Major Advisor, or Faculty Program Coordinator.

*Course instructors may approve exceptions to this regulation to provide additional flexibility to students and to support students in successful completion of academic requirements. Faculties, colleges, and schools may approve changes to absence reporting timelines and to methods for providing absence information for the academic unit.

**Students with accessibility plans that already allow for coursework deferrals or deadline extensions, are not required to submit the self-declaration of absence form. These plans will be communicated to instructors at the beginning of a term, or at another time when a student submits a request for accommodation.