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

Student is absent for 3 consecutive days or fewer

- Missed or late regular or mid-term academic requirement

  - Missed or late **FINAL** academic requirement
    - **FINAL** exam, refer to academic regulation “Requests for an Alternative Final Examination Time”.

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

1st ABSENCE
- Notify your instructor by phone or email prior to the academic requirement deadline or scheduled time.
- Submit 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
- Notify your instructor by phone or email prior to the academic requirement deadline or scheduled time.
- Submit this form by email, on-line through Brightspace, or in person within three (3) days following the last day of absence.

3rd ABSENCE
- 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.

Student is absent for 4 consecutive days or more

- Contact your instructor within 5 days following the last day of absence.
- Refer to the "Long-term Absence" section of academic regulation “Missed or Late Academic Requirements due to Student Absence”.

Missed or late academic requirement?

- YES
- Review faculty, college, school, instructor or course-specific guidelines and policies for missed classes.

- NO

*Students in the Faculties of Dentistry, Law, Medicine and the College of Pharmacy must refer to their current academic calendars for specific regulations or policies on missed or late academic requirements.

**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.