

Student Declaration of Absence

Dalhousie University recognizes that students may experience short-term illness or distress that may affect their ability to complete required coursework.

This form is intended for short-term (1-3 consecutive days), unanticipated absences due to minor illness or distress (including caregiving duties) that occur during the regular term. For major or chronic illness and other long-term or recurring absences, students should seek professional care, refer to the University's Student Accommodation Policy, and register with an advisor at Student Academic Success (SAS).

This form will not be accepted for missed final examinations or other final course requirements.

Students are encouraged to contact their instructor immediately if they will miss class or an academic requirement (other than a final course requirement). Students are also encouraged to stay at home if they have a communicable illness (such as flu-like symptoms) that are manageable at home to prevent further spread of illness to other students, staff or faculty.

Students should review course and fieldwork syllabi for instructor-specific policies and guidelines for the remediation of missed academic requirements. Make-ups, extensions, deferrals, alternate evaluation schemes, etc. are at the discretion of the course instructor(s). Absences may result in lost class participation grades.

Students should submit this form to their instructor in-person, online, or via e-mail within three (3) calendar days following the absence. If students do not submit this form within the defined timeline, it is at the instructor(s)' discretion to deny alternate coursework arrangements.

The Student Declaration of Absence form **can only be submitted up to two (2) separate times per course during a term.** Students who exceed this limit must inform their course instructor(s) and will be required to register with an Advisor at SAS. **If students have recurring short-term absences and do not register with SAS, it is at the instructor(s)' discretion to disallow any further Student Declarations and deny alternate coursework arrangements.**

I hereby truthfully confirm that my absence on the date(s) of _____
was a direct result of personal illness or distress.

By signing below I, _____

- verify that the information above is true
- agree that any modification of academic requirements is at the discretion of the course instructor and/or Faculty Dean depending on the type of request
- acknowledge that this form does not provide an exemption from any assignments, tests, labs and mid-term exams that were missed or late during the time of my absence
- consent that a record of this declaration will be kept on file
- understand that (per Section 7 of Dalhousie's [Code of Student Conduct](#)) if I knowingly provide "false information and identification" with this declaration, I have committed academic dishonesty and am subject to University discipline.

Student's Signature	Date (DD/MM/YYYY)
Banner (B00) #	Professor & Course Number

Note to instructors: This document enables students to take responsibility for reporting their own absence due to short-term illness or distress, thus alleviating problems that are associated with current practices around "sick notes". In many situations of illness or distress, students do not require the care of a health or counselling professional.