



Request for Excused Absence or Deferral of Term Work/Examinations

I _____ Student ID# _____
(print name in full – First name, Last name)

of _____ in the province of Alberta, declare
(address)

that I was absent from _____
(eg. term quiz, midterm exam or other course work, describe)

in _____, on _____, in _____
(subject, course number, section) (mm/dd/yy) (Instructors name)

course and that I was absent from the University of Alberta from _____ to _____
(mm/dd/yy) (mm/dd/yy)

for the following incapacitating reason(s):

Illness Domestic Affliction Religious conviction Other

If reason is medical, do you have medical documentation **that you choose** to submit?
(documentation not required)

Yes (please attach) No

Have you attached other supporting documentation? Yes No

I make this statement conscientiously, believing it to be true and knowing that it is of the same force and effect as if under oath and that misrepresentation of facts may be found to be a violation of the *Code of Student Behaviour* and be sanctioned accordingly.

I understand that my class attendance may be examined and if I have missed a substantial portion of the term work I may not be eligible for a deferred final exam.

I am aware that this statement will remain in my academic file and that repeated requests may invite investigation as to their authenticity.

I understand that once this statement is signed and submitted it will be retained in the class record book and made available to the Faculty if requested.

Signed, _____ Date: _____
(student's signature) (mm/dd/yy)

Receive by : _____
(Instructors printed name and signature)