

Request an Excused Absence or Deferral of Term Work

1. Refer to the course syllabus for instructions on how your instructor wants to address excused absences or deferral of term work. This form can be used to document these requests if needed.
2. Approval for an excused absence or deferral of term work (e.g. classes, labs, assignments, quizzes, term papers, reports or midterm exams) is up to the course instructor. Faculty approval is not required. These requests and decisions must be kept by instructors in their course records for 3 months after grades are posted.
3. If it is decided to move the weight of your missed term work to the final exam and this adjustment results in you completing less than 50% of the term work, as assigned in the syllabus, you will not be eligible for a deferred final exam.

Student's Name	
Student ID Number	
Course and Section	
Date of Request	
Date of Absence	
% Weight of missed work	

REASON FOR ABSENCE

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INSTRUCTOR'S DECISION

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Details should be reviewed in the Attendance section of the Academic Regulations in the University Calendar.