

# STUDENT DECLARATION OF ABSENCE

From required classes, assignments, tests, exams or other coursework

## TO BE COMPLETED BY THE STUDENT

The School of Journalism recognizes that you may experience short-term physical or mental health conditions, or other extenuating circumstances that may affect your ability to attend required classes, tests, exams or submit other coursework.

You can use this form to report when you miss or are late for required class participation, assignments, tests, and exams, or other School-specific program work. **You may not use this form for final coursework or exams (including internships).**

You must review the section of the course syllabus that explains your responsibilities, the consequences, and how you might compensate for missing or being late for required class and coursework. **If you have an accessibility plan that already allows for coursework deferrals or deadline extensions, you do not need to submit this form.**

**If you experience a short-term absence that is no longer than 3 consecutive calendar days you must:**

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

Banner Number	Your Name	Course name, code and section
<b>B00</b>		

Date (yyyy/mm/day) of missed or late academic requirement	Type of missed or late academic requirement (i.e. class attendance, assignment, exam, paper, etc.)

### By signing this form, I agree that:

- I can only submit this form 2 separate times per 3- or 6-credit-hour course during a term and once per term for 9-credit-hour workshop;
- I can only use this form for a short-term absence that is no longer than 3 consecutive calendar days;
- this form does not provide me with an automatic exemption from any academic requirements that were missed or late during my absence;
- any alternate coursework arrangements for missed or late academic requirements are at the discretion of my individual course instructor(s);
- a record of this declaration will be kept on file and fall under the Freedom of Information and Protection of Privacy (FOIPOP);
- if I knowingly provide "false information and identification" with this declaration, I have committed academic dishonesty and am subject to University discipline.

Your Signature	Today's Date (yyyy/mm/dd)

The Student Declaration of Absence form may be shared with other instructors, faculty members, and faculty administrators within a student's faculty, college or school to the extent that such disclosure is necessary to maximize support of students in successful completion of academic requirements.