



## Excused Absence Request Form

### Application for Excused Absence from Term Work and Final Exam Deferrals

- This form is to be completed by a student missing term work (e.g. seminar, laboratory and midterm examinations) worth greater than 5% of the total grade or a Final Exam, where an excused absence is being sought.
- This form is to be completed for planned and unplanned absences.
- The request will be reviewed and judged in context with the University regulations outlined in the [calendar](#).
- Excused absences are not automatically granted.
- Planned absences will only be considered if the request was submitted within 2 weeks of the start of Fall or Winter classes and within 3 days of the start of Spring or Summer classes.
- In all cases, the Faculty may request adequate documentation to substantiate the reason for the absence.
- Students and Instructor(s) of record will be notified as to the decision and how the situation will be handled by email.

<b>Student Name:</b>	<b>Student ID:</b>
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**Type of absence:**  Unplanned     Planned

**How many sessions/assessments missed/to be missed:**  single session     multiple sessions\*

*\*, if the missed sessions do not occur on the same day or on consecutive days, please submit a separate form for each session.*

**Is the missed session a final exam?**  No     Yes (please complete both sections A and B)

*\*, if you are missing more than one final exam, please submit a separate form for each exam.*

### Section A – All Absences

#### Sessions/Assessment Information

Course Number	Course assessment missed/to be missed	Course Coordinator	Date of missed assessment	Worth (%)



**Reason for absence:**

**Section B – Missed Final Exam ONLY**

- University regulations state: A deferred exam will not be approved if a student
  - a) Has not been in regular attendance where attendance and/or participation is required, and/or
  - b) Excluding the final exam, has completed less than half the assigned work.

I am applying for a deferred final examination and I confirm that I have been in regular attendance and completed more than half of the assigned work:  Yes  No

I wrote all of the midterm examination(s) in this course:  Yes  No

I missed term work in this course:  Yes  No

If you indicated YES above, please specify the term work missed: \_\_\_\_\_

**Student signature:** \_\_\_\_\_

**Date of request:** \_\_\_\_\_

**Caution:** Any student who applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour.

**For Faculty use:**

Approved

Denied

FoPPS Approval Signature: \_\_\_\_\_

Name/Role of the approver: \_\_\_\_\_

The personal information requested on this form is collected under the authority of the Section 33c of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of determining eligibility for and system updating of deferred final exam.