

Student Declaration of Absence for In-course Assessments

This form can be used as documentation to request an alternate arrangement related to the **M1 Regulation** for missed in-course assessments. You can submit additional types of supporting documentation alongside this form if you choose.

For more information about documentation options and available support, please visit **When unexpected circumstances interrupt your studies**. You can also meet with a **Student Success Centre** staff member or an advisor in your **faculty advising** office for support.

Only use this form if you missed or will miss an in-course assessment. If you missed a registrar-scheduled exam, you will need to follow the deferred final exam process on the **Registrar website**.

Reason for Absence

Please complete the details below to confirm that you missed the in-course assessment listed below due to a personal circumstance.

Student name:

UCID:

UCalgary email address:

Nature of personal circumstance:

- | | | |
|---|---|---|
| <input type="checkbox"/> Health condition or injury | <input type="checkbox"/> Compassionate/Personal | <input type="checkbox"/> Bereavement |
| <input type="checkbox"/> Religious/Spiritual Observance*
<i>*This includes oral invitations from Elders or Traditional Knowledge Keepers</i> | <input type="checkbox"/> Participation in University athletic/scholastic event*
<i>*Students are recommended to consult program or faculty regulations for approved events for excused absences.</i> | <input type="checkbox"/> Other: if your situation is not reflected, please explain: |

If this personal circumstance affects multiple courses, one form IS REQUIRED for each course.

Academic requirements needing alternate arrangement: Identify what assessment has been missed, including the date and description from your course outline.

Course name, course number, and course instructor (MATH 249, Dr. Rex) affected:

Declaration

I declare that:

I understand my responsibilities under the University of Calgary Calendar and Academic Regulations and confirm that all information I have provided above is true and complete.

Yes No

I understand that submission of this form is not an exemption from the in-term course assessment that was missed during the time of my absence and that the approval for an alternate arrangement will be at the discretion of the course instructor.

Yes No

I understand that making false statements on this form may result in referral to the applicable university policy for adjudication.

Yes No

I understand that a record of this declaration may be collected, used and disclosed by the University of Calgary for the purposes outlined below, under Collection Notice.

Yes No

I have read and agree to the declaration, and I make a request for an alternate arrangement for an missed in-course assessment.

Signed:

Date:

UCID:

NOTE: If there is disagreement between you and your course instructor, you can contact the associate dean or department head in your faculty to discuss the matter further.

Personal and privacy information

The University of Calgary respects your privacy. Your personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* (Alberta). It will be used by the University of Calgary for the purpose of administering alternative arrangements and determining eligibility for an excused absence in accordance with the University of Calgary Calendar and Academic Regulations.

Personal Information collected in the Student Declaration of Absence for In-course Assessments form will remain confidential and access will be limited to a select group of individuals involved in the missed in-term course assessment process (course instructor, associate dean of the faculty, academic advisor or director student experience). Information will be stored by the University of Calgary in a secure environment with reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction and retained in accordance with the applicable retention rules.

If you have any questions about the collection, use, or disclosure of your information, please contact the Associate Dean, Students within your faculty.