

Student Declaration of Absence

TO BE COMPLETED BY THE STUDENT

Students who have **missed required term work** because of incapacitating distress or illness should refer to the policies and procedures put in place by the instructor and/or the college. Students may be required to submit this Student Declaration of Absence form.

Students who have **missed a final examination** because of incapacitating distress or illness may apply for a deferred final exam and should refer to the policies and procedures put in place by the instructor and/or the college. **Students must apply for a deferred final examination within three working days of the missed final examination.** Part of the deferral process may require students to submit this Student Declaration of Absence form. For more information on exam regulations, visit www.students.usask.ca/current/academics/exams.

Instructors collecting this Student Declaration of Absence form are encouraged to provide a copy to the college office.

Student Contact Information (Please print)

Last Name	First Name	Middle Name	U of S Student Number 1	
Address		City	Postal Code	
Telephone/Cell	College	U of S Email		

Missed Academic Requirement(s):

Course name, number and section	Reason for missed academic requirement(s)

Date of missed requirement	Type of missed academic requirement	Action taken by instructor	Signature of Instructor or designate

STUDENT DECLARATION

I certify that I missed the course requirements listed above for the reasons stated. Because of this absence I did not complete the academic requirements of the course listed above. I understand that (per Article II (o) of the Student Academic Dishonesty Rules of the University of Saskatchewan Council, that “**providing false or misleading information with the intent to avoid or delay writing an examination of fulfilling any other academic requirement**” constitutes academic dishonesty. If I am found to have committed this breach of the academic dishonesty rules, a formal allegation of academic dishonesty may be made against me as outlined in Article 2 of the policy.

Student's Signature	Date (dd/mm/yyyy)
Instructor (or designate) Signature	Date (dd/mm/yyyy)