# Application for Excused Absence from Term Work

This form is to be completed by a student missing term work (e.g. laboratory and midterm examinations) worth greater than 5% of the total grade, where an excused absence is being sought.

Students should first notify the course instructor of the absence via e-mail, within 48 hours of the missed assessment.

Instructors are to advise students to access the forms from our [website](https://www.ualberta.ca/pharmacy/programs/current-undergrad-students), and forward a formalized request with form to Student Services (phstud@ualberta.ca).  
  
The form under normal circumstances is to be completed and handed in to Student Services within two business days of the missed graded term work.

The request will be reviewed and judged in context with university regulations outlined in the [calendar](https://calendar.ualberta.ca/content.php?catoid=29&navoid=7238#Attendance).

Students and Instructor(s) of Record will be notified as to the decision and how the situation will be handled by email, within 48 hours of submission.

|  |  |
| --- | --- |
| **Student Name:** | **Student ID:** |
| **Course Number:** | **Course coordinator:** |
| **Course assessment missed:** | **Worth (%):** |
| **Date of missed assessment:** | |

**Reason for absence:** Documentation may be requested if not initially provided. Note that physicians’ notes are

**not** normally required in cases of acute self-limiting illness (e.g. upper respiratory infections).

# Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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



**For Faculty use:**

Comments as applicable:

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

