UNIVERSITY OF ALBERTA

FACULTY OF PHARMACY AND PHARMACEUTICAL SCIENCES
STUDENT SERVICES

2-35 Medical Sciences Building
Edmonton, Alberta, Canada T6G 2H7
Tel: 780.492.3362
Fax: 780.492.1217
phstud@ualberta.ca

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.

The Faculty and the University also have full guidelines for conduct of examinations, deferred examinations and rewrites of examinations; see here. **If on the day of the scheduled term work you are ill to the point of being incapacitated, have a severe domestic affliction or other compelling situation occurs**, you are advised to miss the scheduled term work. It can be rescheduled at another time. Physician's notes are not required, although the Faculty may require you to obtain a statement from a Commissioner of Oaths to support your claim of being unable to participate the term work or examination on the basis of being incapacitated.

University regulations state:

Request to defer term work will NOT be approved for reasons including personal events such as vacations, weddings or travel arrangements. When a student is absent without acceptable excuse, a final grade will be computed using a raw score of zero for the work missed. Any student who applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour.

Note the following:

● The Faculty **will not** pre-approve deferred midterm examination or make-up assessments; applications for deferrals can be made **ONLY AFTER THE ASSESSMENT HAS BEEN MISSED**.

● Deferred midterm examination privileges are not guaranteed; requests may be denied in cases when facts are unavailable, or any of the above-mentioned excuses are not in order or are being excessively used

If you have missed term work or a midterm exam

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, 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.

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.

Your instructor may, at his or her discretion, provide an alternative method for you to complete the missing term work or exam, or may shift the weight of the missing term work or exam on to the final exam or other term work or exams.

UNIVERSITY OF ALBERTA

FACULTY OF PHARMACY AND PHARMACEUTICAL SCIENCES
STUDENT SERVICES

2-35 Medical Sciences Building
Edmonton, Alberta, Canada T6G 2H7
Tel: 780.492.3362
Fax: 780.492.1217
phstud@ualberta.ca

I am applying for an Excused Absence from Term Work (e.g., classes, labs, assignments, quizzes, term papers, reports, or midterm examinations) and I confirm that I meet requirements **outlined above,** in the following course:

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:

- o Approved
- o Denied

FoPPS Approval Signature: _____

Caution: It is a serious offence under the Code of Student Behaviour (Section 30.3.6 [4]) to misrepresent facts in order to obtain a deferred exam.