



### Self-Declaration Form for Brief or Temporary Absence

This self-declaration is in place of a sick note/supporting documentation, as per the Self-Declaration for Brief and Temporary Student Absences Policy. No additional documentation is required.

**Student name:** \_\_\_\_\_

**Student number:** \_\_\_\_\_

**Student U of M email address:** \_\_\_\_\_

**Date(s) of brief absence:** \_\_\_\_\_

**Course Number:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

NOTE: You must complete Section 1 and Section 2:

#### Section 1: Nature of Extenuating Circumstance

- Health condition or injury
- Compassionate/Personal
- Bereavement
- Participation in University athletic/scholastic event\*
- Religious Observance
- Other: \_\_\_\_\_

\*Students are recommended to consult program or faculty regulations for approved events for excused absences.

#### Section 2: Academic Requirements needing consideration

- Attendance/participation marks
- Written assignment
- Quiz/Test
- Mid-term exam
- Group work
- Lab/tutorial/seminar
- Placement/fieldwork/clinical
- Oral presentation
- Final exam
- Other: \_\_\_\_\_



### Section 3: Self Declaration of Brief Absence

I am submitting this self-declaration as a request made in good faith for academic consideration, for a maximum of 120 hours, at which point I expect to resume all academic obligations: \_\_\_\_\_ (initial)

I declare that I am unable to complete the above academic requirement due to an extenuating circumstance as outlined in Section 1 which is limiting or will limit my ability to complete academic requirements.

I understand that it is my responsibility to notify my instructor of an absence as soon as possible.

For course work, I understand that it is my responsibility to submit this form as soon as the need is apparent (in accordance with timelines in the course outline and/or Faculty Regulations) but no later than 48 hours after the end of my brief absence, and to follow-up with my instructor(s) about missed academic requirements.

For deferred final exam, I understand it is my responsibility to contact an advisor in my faculty of registration and submit this form within 48 hours of my missed final exam. (in accordance with the [Deferred and Supplemental Examination Procedures](#)).

**Note:** If the 48 hour timeframe falls on a weekend/University closure, the form can be submitted by the next business day.

I understand that providing any false or misleading information, or using this form to inappropriately delay or avoid fulfilling academic requirements, constitutes academic misconduct and a breach of academic integrity as outlined in the [University of Manitoba Student Discipline By-Law](#).

**Student Signature:** \_\_\_\_\_

(Note: submitting this form electronically from a U of M email account will be accepted in lieu of a signature)

**Date:** \_\_\_\_\_

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