



Declaration of Cause (for absence)

Absence from Class/Coursework

When required, a student must complete this Declaration of Cause absence form and submit one to each of their course instructor(s).

Absence from Final Examination

In the case of a final examination, the procedures for [Setting and Conducting a Special Exam](#) will be followed and this form along with any *relevant documents should be submitted to the Registrar’s Office.

Please complete this Declaration of Cause Form.

Student Name (print): _____ Student Number: _____

Academic Integrity is the foundation of course evaluation. Every student is responsible for their success in academic studies. The Declaration of Cause outlines the extenuating circumstances that have caused, or will cause, you to miss a final examination or coursework (including tests/midterms).

Your signature on this form acknowledges the validity of your cause, and your awareness of the Academic Integrity section of the Acadia University Academic Calendar (current calendar found at http://registrar.acadiau.ca/tl_files/sites/registrar/pdfs/Academic_Calendars/calendar_final.pdf).

I (insert name), _____ acknowledge that due to extenuating circumstances, I was (or am) unable to complete coursework, or attend class, for the following course/s:

Course Name _____ Instructor _____
(use this format: BUSI-1013-FA01)

Dates of missed classes (“to date” may be an estimate) From _____ To _____

*In the case of a final exam you may be required to include documentation such as medical notes from a physician, communication from a counsellor or other health professional, or other information that is pertinent to the declaration.

I understand that falsification of this statement is an academic offence and will be investigated. The investigation could lead to penalty(ies) for violation of Academic Integrity.

Signature of Student

Date