



Declaration of Cause (for absence)

Absences

When required, a student must complete a Declaration of Cause form and submit it, along with any relevant documents*, to the Registrar's Office. The Registrar's Office will record receiving the form and document/s, and notify the student's instructor/s. In the case of a final examination, the procedures for "Setting and Conducting a Special Exam" will be followed.

Absence from Coursework or Final Examination

Please complete this Declaration of Cause Form and submit it to the Registrar's Office.

Student Name: _____ Student Number: _____
(please print)

Academic Integrity is the foundation of course evaluation. Every student is responsible for their success in academic studies. The Declaration of Cause confirms that extenuating circumstances 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, _____ acknowledge that due to extenuating circumstances, I was (or am)
(insert name)
unable to complete coursework, or attend class, for the following course/s:

Course Name _____ Instructor _____
(use this format: CLAS 1233 X2)

Course Name _____ Instructor _____

Course Name _____ Instructor _____

Course Name _____ Instructor _____

Course Name _____ Instructor _____

Course Name _____ Instructor _____

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