

## Explanatory Statement for Student Absence from Class or Work

Students who have missed required term work because of incapacitating distress or illness must refer to the policies and procedures put in place by the instructor and/or the college. Students may be required to submit this form in addition to requirements outlined in the course syllabus.

1. Student Name \_\_\_\_\_

2. Department, course and section \_\_\_\_\_

3. Date(s) of absence \_\_\_\_\_

4. Reason for absence \_\_\_\_\_

5. In case of absence due to illness, please answer the following:

(a) Did you visit a medical facility because of this illness?

No

Yes Name of facility \_\_\_\_\_

Date(s) seen \_\_\_\_\_

(b) Did you receive professional medical advice by phone, text or email?

No

Yes From whom? \_\_\_\_\_

Date(s) \_\_\_\_\_

(c) What was the nature of the advice? (For example: Take a prescription; rest; dietary advice)

(d) If your answers to (a) and (b) are No, can you give the name of someone who can vouch for the fact you were ill?

No

Yes Name of person \_\_\_\_\_

Telephone number \_\_\_\_\_

Relationship RA Faculty Family Friend

Other (specify) \_\_\_\_\_

### STUDENT DECLARATION

I understand that under section (4.2 a, item 7) of the student code of conduct that misrepresentation to avoid academic work by fabricating an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or examination is academic dishonesty and is punishable (4.2 b) by academic sanction which may include a failing grade.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person verifying illness (5d)