

# Declaration of Extenuating Circumstances Form

Submit two completed copies of this form to your professor with supporting documentation (if needed, see reverse). Upon review, your professor will return one to you and submit the other to the BA Advising Centre.

Student Information:									
<b>Last Name:</b>				<b>First Name:</b>					
<b>Student #:</b>	A						<b>Phone Number:</b>		
<b>Email:</b>									
<b>Current Program:</b>					<b>Current Semester:</b>				
<b>Course:</b>					<b>Professor:</b>				

Date of Missed or Late Academic Requirement	Type of Missed or Late Academic Requirement

Reason for Request:

In signing this form, you acknowledge your awareness of the general Faculty of Arts guidelines related to missed academic work due to extenuating circumstances (included on back of this form), as well as your awareness of the 'Academic Integrity and Students Responsibility' (Academic Regulation 19) section of the Saint Mary's University

<b>Student's Signature:</b>		<b>Date:</b>	
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Undergraduate Academic Calendar (<http://www.smu.ca/academics/academic-calendar.html>)

Professor:			
<b>Approval Granted:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date:</b>	<b>Signature:</b>

**Comments:**

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## Faculty of Arts Student Absence Guidelines

### Student Absence and Missed Requirements in Faculty of Arts Courses Guidelines

Students who have Extenuating Circumstances during the regular term may submit the attached form (hard copy in duplicate or scanned) as a request for academic exception to their lab or course instructor. Exceptions, based on legitimate extenuating circumstances **MAY** be granted at the discretion of the instructors. For clarity on what constitutes legitimate extenuating circumstances, students may ask an Arts Advisor or their course instructors.

The following are **two common scenarios for which these Guidelines are relevant:**

- **Scenario 1: A Student EXPECTS TO miss an exam, presentation or assignment:**
  - The student must contact the instructor 72 hours **BEFORE** the date. Depending on the situation, the student will submit the Declaration Form prior to the missed requirements or within 72 hours after the missed requirement.
  - For situations when a student knows of a conflicting event long in advance (e.g., SMU varsity athletic competition or other SMU-sponsored/related activity, other high/national-level extracurricular event, religious/holy-day observance), the form should be submitted within one week of the announcement of the test/presentation date (in alignment with *Academic Regulation 8g*).
- **Scenario 2: A student unexpectedly MISSES an exam, presentation or assignment**
  - The student must contact the instructor within 48 hours **AFTER** the date at issue, and submit the form.

Once an exam/test is written, it “counts”; after-the-fact appeals to change a grade can only be made through an official Appeal of Grade after the course is completed (see <http://www.smu.ca/academics/final-exams-grade-appeals.html>).

If a student does not wish to relate the nature of extenuating circumstances to their course instructor or if the circumstance affects multiple Arts courses, the student may discuss their situation with an Arts Advisor at the BA Advising Centre (MM218; email [BAadvising@smu.ca](mailto:BAadvising@smu.ca)) and have the Advisor contact the instructor(s).

**Supporting Documentation:** Students should **not** go to a physician **SOLELY** to obtain supporting documentation to validate one-time missed classes/labs/tests. Students may be asked to provide appropriate supporting documentation for circumstances such as:

- Long-term illness or injury or evidence of ongoing treatment (e.g., certified by documentation from a licensed health professional).
- Recent death or life-threatening illness or injury of a family member or close friend (e.g., death certificate, published obituary; certified by documentation from a licensed health professional).

Note that if any such documentation is determined to be fraudulent, or if the signed Declaration of circumstances is found fraudulent, this will be considered an academic offence and will be investigated as outlined in *Academic Regulation #19*.