



Declaration of Extenuating Circumstances Form

Submit two completed copies of this form to your professor (or lab instructor) with supporting documentation, if needed (see reverse). Upon review, your professor will return one to you and submit the other to their Faculty's Academic Advising Office.

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

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 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' section of the Saint Mary's University Undergraduate Academic Calendar (<http://www.smu.ca/academics/academic-calendar.html>).

Student's Signature:		Date:	
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Professor:						
Approval Granted:	Yes	No	Date:		Signature:	
Comments:						

Student Absence 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 their course instructors or seek guidance from an Academic Advisor.

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 10c*).
- **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 Academic Appeal after the course is completed (see *Academic Regulation 11*).

If a student does not wish to relate the nature of extenuating circumstances to their course instructor or if the circumstance affects multiple courses, the student may discuss their situation with an Academic Advisor and have the Advisor contact the instructor(s). Contacts for Academic Advisors are:

Faculty of Arts: McNally Main 214B; BAadvising@smu.ca
Sobey School of Business: Sobey 252; bcomm.advising@smu.ca
Faculty of Science: Atrium 301; advisor.science@smu.ca

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 the 'Academic Integrity and Student Responsibility' section of the Undergraduate Academic Calendar.