



Date

Student Name

Student Number

Course information: Title, Section and CRN (e.g., ECON 1010 A04 56432)

Instructor

Work missed

Guidelines: This information must be submitted, via email, as soon as possible, do not delay.

Note: for final exams, students must contact within 48 hours of the date of the final exam.

- Requests related to term work must be submitted to the instructor
- Requests related to Final Exam must be submitted to advisor in faculty of registration
- Medical documentation may be required under certain circumstances

Please note that circumstances that result in missing multiple course assignments/tests/classes may require medical documentation (e.g., Authorized Withdrawal, Tuition Fee Appeal, Leave of Absence, or [accessibility-related accommodations](#)). Students are advised to speak with an [advisor in their faculty/college/school of registration](#) in this case.