Self-Declaration for Brief & Temporary Absences

On September 1, 2022, the UM implemented a new policy called the Self-Declaration for Brief & Temporary Absences. The reason for the policy is to allow students to provide a self-declaration form in lieu of a medical note (or other documentation) when a student is unable to complete a scheduled test, assignment or exam, due to a brief absence caused by Extenuating Circumstances.

This policy applies to students dealing with situations that require an absence for up to 120 hours (5 days). Examples include: brief absence due to illness (e.g. Covid, the flu, etc.), compassionate/personal needs, religious observances, bereavement, and participation in approved academic or athletic events.

The self-declaration form cannot be used for planned absences like vacations. It is also not to be used for longer-term absences or ongoing circumstances like Authorized Withdrawals, Leaves of Absence, or disability-related accommodations, which will still require additional documentation.

If you are enrolled in a class, you will need to send your self-declaration form for your brief absence directly to your instructor. Submit one form per mandatory course. Clearly indicate which course you are requesting the temporary absence for.

If you are requesting an exam deferral, complete the form and return to: general.studies@umanitoba.ca. This is the self-declaration form: https://umanitoba.ca/sites/default/files/2022-09/Self%20Declaration%20Fillable%20Form-%20FINAL%20for%20Website.pdf

UM and Extended Education trust that students will complete the form in good faith. False declarations are considered a breach of academic integrity and can result in discipline.

For further information, visit: https://umanitoba.ca/student-supports/academic-supports/student-advocacy/self-declaration-policy-students