

STUDENT DECLARATION OF ABSENCE FROM FACE-TO-FACE CLASSES, ACTIVITIES, AND LABS

Please do not attend campus if you are ill. Students who have **missed a scheduled face-to-face class, required activity, or laboratory session** because of illness or related reasons are required to submit this Student Declaration of Absence form to their instructor upon returning to class. Your instructor will work with you to accommodate this absence.

PLEASE NOTE:

- You must submit a separate form for each course affected by your absence.
- Email the form to your instructor using your student email address.
- You will not be penalized for your absence.
- While every effort will be made to ensure students can make up face-to-face coursework, it may not be possible to accommodate prolonged or repeated absences through the term. If you find yourself facing such a situation, or wish to discuss your personal circumstances, please contact wellnesscoach@cnc.bc.ca for assistance.

Name/Student ID# _____ Phone Number _____

Class/Instructor _____ Email _____

Campus BL _____ FSJ _____ M _____ PG _____ Q _____ VHF _____

BRIEF STATEMENT ON THE REASON FOR ABSENCE

Student Declaration

By signing this form, I hereby declare that I missed the course above for the reasons stated. I understand that a record of this declaration may be kept on file. I acknowledge that this is not an exemption from any exams, papers, or projects that were missed during the time of my absence. I understand and acknowledge that making a false declaration would constitute academic misconduct and could be subject to sanctions under CNC Academic Conduct (E-1.29) policy.

Student's Signature	Date (YYYY/MMM/DD)
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IN MAKING MY DECLARATION, I CONFIRM AND ACKNOWLEDGE THE FOLLOWING:

_____ *The details as set out in this declaration are true and accurate.*

Date of Declaration:

YYYY/MMM/DD

Is this your first time using this form? Yes No

PLEASE EMAIL FORM TO YOUR INSTRUCTOR UPON RETURNING TO CLASS

Your personal information is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act. This information will be used for the administration of your Student Declaration of Absence. Questions about the collection of this information may be directed to the Privacy Office at foipp@cnc.bc.ca