

This self-declaration form is to be used in place of a medical note/supporting documentation from University Health Services or a community health professional. It excuses you from an absence due to an acute illness and no additional documentation is required, provided that it is used within these parameters:

- BCom **Year 3** Core courses: absence up to 2 weeks
- **Other** undergraduate business courses: absence up to 2 weeks

Note: For absences due to family affliction, accident or ongoing health concerns, please contact the BCom Program Office at bcom@uvic.ca or by phone at 250-472-4728.

Last Name:	First Name:
UVic ID#: V00	Email:

Section A: Dates of Absence and Missed Classes (List all that apply)

Classes Missed (List all that apply):

Date(s)	Course Code	Section	Instructor

Section B: Self-Declaration of Brief Absence

I am submitting this self-declaration as a request made for attendance concession. (Please initial each box)

- _____ I declare that I am unable to attend class due to an acute illness that has temporarily impeded my physical or mental health.
- _____ I understand that it is my responsibility to submit this form as soon as the need is apparent (and no later than 24 hours after the end of my health-related absence) and to follow-up with my instructor(s) regarding any missed course work.
- _____ I understand that providing any false or misleading information, or using this form to delay or avoid fulfilling academic requirements, constitutes a breach of academic integrity as outlined in the UVic Academic Calendar.
- _____ I certify that I have liaised directly with my instructor(s) if I have missed any evaluation element as a result of my absence and have inquired about options available to make them up.

Student Signature: _____ Date: _____

Section C: Submitting this Form

The form must be submitted either during your health-related absence or within 24 hours after the end of your health-related absence.

Submission instructions:

- BCom **Year 3** Core courses: bcom@uvic.ca | (250) 472-4728 | BEC 283
- Business **Minor** courses: bcom@uvic.ca | (250) 472-4728 | BEC 283
- **Other** undergraduate business courses: please submit directly to your instructor.

Important notes

1. This self-declaration form is in place of a medical note/supporting documentation from University Health Services or a community health professional. This form is equivalent to an excused absence and should only be used when an acute illness has temporarily impeded your physical or mental health.
2. **This form can only be submitted as per the parameters outlined at the top of Page 1.**
3. Year 3 Core students are **permitted up to two discretionary absences** per course, per semester (absence for any reason, not within the parameters of this form). Additional unexcused absences may result in penalties. For additional information about course attendance and participation for **all undergraduate business courses**, please refer to the corresponding course outline **for each class**.
4. You are responsible for submitting this form as soon as the need is apparent (and no later than 24 hours after the end of your health-related absence), **and** following-up with your instructor(s) regarding any missed course work.
5. You are responsible for keeping track of your excused/unexcused absences.