

## REQUEST FORM: Exceptions from DKICP Course Activities

**PURPOSE:** This form is for students to request re-scheduling of a required course activity as outlined in the course syllabus. This may include, but is not limited to exams, workshops, labs, etc.

**Instructions for Students:** Please fill out the information below to request an exemption from a required course activity (e.g. exam, workshop, lab, or other required event). *Please adhere to the following:*

- Print a hard copy and submit the completed form to your Course Coordinator at least ten (10) business days prior to the scheduled activity.
- Submit a form for each activity from which you are requesting exemption.
- The Course Coordinator will convey the form to the Associate Dean for Academic Affairs (ADAA) on the student's behalf, and the ADAA will provide their recommendation.
- The Course Coordinator shall inform the student of the ADAA's recommendation, and of their decision to allow or not allow the absence, at least five (5) business days prior to the scheduled course activity.

**NOTE:** You are NOT required to complete this form for unforeseen circumstances such as documented medical emergencies, illness, or death in the immediate family. In these circumstances, please notify your Course Coordinators and the Director of Student Services as soon as is reasonably possible.

### REQUEST INFORMATION (STUDENTS SHOULD COMPLETE SECTION BELOW)

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Course Name: \_\_\_\_\_

Activity Missed: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Stated Reason for Absence (supporting documentation may be attached)

### SECTION BELOW IS FOR COLLEGE USE

#### Course Coordinator

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Receipt: \_\_\_\_\_

#### Recommendation of Associate Dean for Academic Affairs

Student Absence is:  Allowed (make-up activity should be provided)

Not Allowed (make-up activity should not be provided)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notes: