

REQUEST FORM: Exceptions from Required 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.

Approval of the exemption is at the sole discretion of the ADAA. The course coordinator shall inform the student of the ADAA's decision five (5) business days prior to the scheduled course activity.

NOTE: You are NOT required to complete this form for permitted, unforeseen circumstances such as documented medical emergencies, illness, or death in the immediate family. Nevertheless, please notify your course coordinators and Student Affairs of such issues as soon as is reasonably possible.

STUDENT INFORMATION (STUDENT: PLEASE COMPLETE SECTION BELOW)

Student Name: _____ Student ID Number: _____

Course Name: _____

Activity Missed: _____

Date of Activity: _____ Signature: _____ Date: _____

Reason for Absence:

SECTION BELOW IS FOR COLLEGE USE

Course Coordinator

Name: _____

Signature: _____

Date of Receipt: _____

Associate Dean for Academic Affairs Decision

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

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

Signature: _____

Date: _____

Notes: