

# Self-declaration for Academic Accommodation

Please use this form to request deferrals for any missed course work.

Requests dealing with midterm exams, assignments or other term work should be sent to your instructor.

Requests dealing with final exams should be sent to the Registrar's Office with a deferral application ([carleton.ca/registrar/special-requests/deferral](http://carleton.ca/registrar/special-requests/deferral)).

Please complete in full.

Student name:	Student number:
Carleton email address:	Telephone:
Program:	
Date(s) of missed course component (exam, assignment, course work):	Date of Onset:
	Anticipated Date of Recovery:
Please indicate the impacted course(s):	

**Declaration (please read and check each box):**

- I certify that I missed the scheduled course component(s) listed above. I understand and acknowledge that providing false or misleading information in order to avoid or delay the submission of work or to avoid an exam is a violation of section VI.4 of the Academic Integrity Policy and a formal Academic Integrity investigation will be launched.
- I am confirming that I am notifying the Instructor or applying for a deferral of a final exam as soon as I was able.
- I understand that deferring the course components listed above may result in a negative impact to my academic performance. I will consult with an academic advisor as needed and be sure that I am aware of the academic withdrawal deadline and, as always, assess my continuation in my courses before that deadline.

**Student Signature:** \_\_\_\_\_

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

Personal information collected through this form will be used and disclosed by Carleton University under the authority of the Carleton University Act, 1957, and in accordance with sections 39, 41 and 42 of Ontario's Freedom of Information and Protection of Privacy Act. The information is required to is to manage your request. We may also use the contact information provided to inform you about activities related to Carleton University. Your information may be disclosed internally to necessary faculty and staff for the purposes of process administration. Should you have any questions concerning your personal information, please contact James Moreton, FIPPA representative for the Registrar's Office (300 Tory Building, 613-520-3500). Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.

At Carleton University, we recognize and respect the importance of privacy. We commit to the collection, use and disclosure of your personal information only as directed by the Freedom of Information and Protection of Privacy Act (FIPPA). Officers of the Registrar's Office and the University Appeals Committees are legally authorized under section s38 (2) of FIPPA to collect personal information, whether directly from the individual, or indirectly from other record collections in the custody or control of the University (i.e. Student Academic Success Center, academic departments, and related service units), as required in support of a petition or appeal.