COVID-19 – Self-declaration of Short-term Illness

Please use this form to request deferrals for any missed course work due to the COVID-19 situation.
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)

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 and Anticipated Date of Recovery: ________________

Nature of illness (Optional): 
ex. cold, fever, self-isolation, or personal health concern

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 for the reason provided. 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 using this form as a self-declaration that, as a result of the COVID-19 situation, I was unable to complete the scheduled course components listed above.

☐ 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.

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Student Signature: ________________  Date: ________________

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact 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.