



STUDENT NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Course #/name: \_\_\_\_\_

Name of Instructor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

New Exam Date: \_\_\_\_\_

Other Arrangements: \_\_\_\_\_

Documentation of exceptional circumstances (e.g. Physician's certificate) must be provided to the professor no later than \_\_\_\_\_ calendar days after missing the exam. Student also will need to hand-in a **Certificate of Illness Form** along with the current form (**Missing Exam Form**) to the \_\_\_\_\_. Please read Sick Notes Regulations on the next page and check the box below to confirm that you have read.

I have read and understood the "Sick Note Regulations"

\_\_\_\_\_  
Instructor Signature                      Print Name/Date

\_\_\_\_\_  
Student Signature                      Print Name/Date

Approved by: \_\_\_\_\_ Term: \_\_\_\_\_ Notified: \_\_\_\_\_

## **The Facts about Sick Notes (a.k.a. Medical Notes)**

**The Sick Note you WANT may not be the sick note you can GET...**

Instructors, or Academic Heads, can modify or alter course requirements (e.g., midterms, assignments) for special reasons, such as illness, or personal issues. **In BPK, a “sick note” (aka “medical form”) or other appropriate supporting documentation is required to help the instructor or Academic head to make their decision/s.**

If a medical note is appropriate, please bring a [Certificate of Illness \(Health Care Provider Statement\)](#) to your physician for completion, especially if it is required for mid terms, term papers and final exams.

**If you believe that you are too ill to attend lectures/labs or to complete your academic requirements (e.g., assignments, exams) and that you will require a medical note, it is required that you see a physician on the day/s that you are ill.**

**The completed form should state the limitations caused by your sickness (e.g., requires bed rest, will not be able to sit for extended periods, cannot concentrate, etc.).**

**Failure to see a doctor at the time of illness and/or medical forms that do not state the limitations caused by the sickness, can and will likely be rejected by the Instructor.**

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