

Application for an Allowed Absence

School of Animal & Veterinary Sciences

Attendance at all practical and tutorial classes for courses co-ordinated by the School of Animal & Veterinary Sciences is **compulsory**. Students are able to apply for an allowed absence from classes for medical, compassionate and personal reasons and should do so as soon as they know they need to be absent.

Please complete sections 1 and 2 and submit to the course co-ordinator. Course co-ordinator information can be found at http://www.sciences.adelaide.edu.au/current/course_coordinators.html.

Please **read the NOTES** section on the 2nd page of this document.

1. Student Information			
Student ID:	Title:	Surname:	First Name:
Program:			
2. Course Information			
Subject Area & Cat No.:		Course Title:	
Dates of absence: / / to / /	Grounds for Absence (please attach supporting documentation): <input type="checkbox"/> Medical <input type="checkbox"/> Compassionate <input type="checkbox"/> Extenuating Circumstances <input type="checkbox"/> Other		
3. Absence Information (For School Use Only)			
Form submitted: / /	Absence Permitted: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Approved by Course Co-ordinator:			
Notes:			
Student contacted: <input type="checkbox"/> Yes <input type="checkbox"/> No		How: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Person	

Notes for the Allowed Absence Proforma

Timeline for Absence Applications:

- You should apply for an allowed absence as soon as the need for one becomes apparent.
- Applications should be made at least 2 days prior to the date of the absence.
- Applications made within 2 days of, or after, the date of the absence will need to show relevant proof of extenuating circumstances (medical, compassionate or other).
- If an allowed absence is not applied for, or not granted, then the student is considered to be absent without permission from the activity and is not able to hand up any assessment items associated with the activity.
- Students that are continuously absent from class without approval may be precluded from being able to sit the final examination and/or being allowed to sit the supplementary examination

Guidelines for an Allowed Absence:

- Examples of situations which would constitute “compassionate circumstances” include, but are not limited to:
 - Major family issues
 - Incidence of abuse, violence or assault
 - Death of a close relative or friend
 - Illness, physical or psychological trauma
 - Major issues in personal circumstances beyond the student’s control
 - Participation in elite sporting and cultural events
- Students must be aware that requests based on poor time management (including conflicting dates for other assignments) or trivial reasons (eg, pre-booked vacations in term time) will not be approved.

Special circumstances:

- The Course Co-ordinator may choose to exercise discretion to grant permission for an absence in cases where the application is late but there are no extenuating circumstances, or where the student is unable to provide independent supporting evidence. Such applications, however, are not automatic and will not be granted lightly.

Supporting documentation:

- Supporting documentation must be submitted with all applications. Examples of approved supporting documentation are:
 - Medical certificate
 - Letter from Education & Welfare Officer
 - Letter from Student Counsellor
 - Letter from Disability Liaison Officer or other person qualified to assess and support the application (eg, Clergy providing grief counselling)

Appeals:

- Students wishing to appeal a decision regarding their application may do so under the rules and guidelines provided by the University Student Grievance Resolution Process provided at <http://www.adelaide.edu.au/student/grievance/>.