

School of Chemistry

Absentee Form

The School of Chemistry supports students who face genuine personal difficulties or who have compelling reasons for not completing work prescribed in their studies. *Documentation submitted to the School will be treated with the utmost sensitivity and confidentiality.*

Documentation explaining the absence must normally be submitted **within two weeks** of the date of any missed examination or assignment deadline. If you have additional questions about your absence, please contact your module co-ordinator.

**STUDENT NAME**:

**STUDENT NO**:

**DEGREE AND YEAR** (e.g., BSc Chemistry 2):

**MODULES IMPACTED** (e.g., CM2001, CM2003):

**DATES ABSENT**:

**CHOOSE APPLICABLE REASON**:

[ ]  MEDICAL CERT (**If chosen, a valid medical cert must be submitted with this form)**

[ ]  SPORTS CERT **(If chosen, a valid sports cert must be submitted with this form)**

[ ]  OTHER REASON **(outline below)**:

SIGNED (BY STUDENT):

A signature is not necessary if the form is emailed from your UCC email address.

DATE:

**Documents should be emailed as a Word Doc or PDF to** **chemistry@ucc.ie** **with the words “ABSENTEE FORM” in the email subject line.**