

## Missed Tutorial Application for Chemistry 020

*Your request to replace your tutorial-quiz mark of zero with an EXCU must be submitted within two weeks of the missed tutorial quiz, unless your condition or situation extends beyond two weeks. This form is for missed tutorials only, not for labs. (Lab form available from website).*

Name: \_\_\_\_\_ Student number: \_\_\_\_\_

Course instructor (not TA): \_\_\_\_\_ Tutorial quiz missed: \_\_\_\_\_

### Indicate your reason for missing the tutorial quiz

- Medical, religious, or compassionate
- Became ill during the tutorial
- Other: \_\_\_\_\_

### Contact the Dean's Office to have your circumstances approved

- The academic counsellors at the Dean's Office may ask for documentation, such as a medical note, note from religious official, obituary, citizenship appointment notice, police report number, subpoena, etc., at their discretion.
- Please ask the Dean's Office to send an email to your instructor (not your TA) to confirm your circumstances. We will approve your application once this email is received.
- If you became ill during the tutorial, the TA is sufficient proof, and there is no need to contact the Dean's Office.

### Certification

I understand that the falsification of any information provided constitutes a serious academic offense.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Keep a copy of all materials. Submit directly to your course instructor (not your TA).**

#### Office use only

- Approved and mark of zero changed to EXCU
- Rejected (mark of zero)