

This template is provided for consistency and in accordance with

the University of Maryland Policy on Excused Absence.

The official policy can be found at [President.umd.edu](http://President.umd.edu), Policy V-1.00(G).

On (date) \_\_\_\_\_, I was unable to attend class due to a physical or mental health condition that prevented me from meeting my academic obligation. I understand that any missed assignments or content is my responsibility to compensate for. I understand that providing false information to University officials is prohibited under Part 10.e.1 of the of the University of Maryland Code of Student Conduct (V-1.00[B]) and may result in disciplinary action.

**I pledge on my honor that I have not provided false information.**

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

Printed name: \_\_\_\_\_

University ID Number: \_\_\_\_\_

Complete the template above and submit to the course instructor.



Per the University of Maryland Policy on Excused Absence to receive an accommodation for an excused absence the student must notify the instructor in a timely manner. For health-related absences, including mental and physical health; students may, one time per course per semester, provide a self-signed excuse as documentation of an absence from a single class (e.g., lecture, recitation, or laboratory session) that does not coincide with a major assessment or assignment due date. For all other health-related absences a course instructor may request that students provide documentation from a health care provider or the University Health Center to verify an absence. In cases where students are asked to provide verification, the course instructor may request the dates of treatment or the time frame that the student was unable to meet academic responsibilities, but may not request diagnostic information.

### **GUIDANCE**

This form is a self attestation that allows you to be excused for a single class that does not coincide with a major assessment or assignment due date once per course per semester. If you require more time off for a health-related absence, including mental or physical health, than this form allows, a course instructor may request documentation from a health care provider or the University Health Center.

### **Instructions for Obtaining an Excuse Note from the University Health Center (UHC) when More Time is Required.**

A medical excuse will be provided by the UHC only if the UHC is aware that a student has a prolonged illness or hospitalization that results in missed class. It is relatively rare that we specifically recommend absence from class as a result of a visit to the UHC, though this documentation will be provided if it is included specifically in our treatment plan. Provision of a medical excuse will depend on the UHC clinician's assessment of the severity of illness.