

Information Sheet

- ❖ In the event that you are ill and not able to participate in a scheduled examination, you are required by law to provide the university with a written doctor's excuse. If you are ill and unable to participate in your exam, please contact us **as soon as possible** by phone or email.
- ❖ Please send us a copy of the completed doctor's excuse form via email or fax, if possible. We additionally require the original copy for our file, which should be sent by mail.
- ❖ The excuse should be submitted within three calendar days after the beginning of the illness. If we do not receive a doctor's excuse within three days after the scheduled examination date, you will receive a failing grade.
- ❖ If you have any questions, please contact our office.