

Excused Absence Request Form

Name: FIDN: E-mail: Cohort:

Dates of Absence

Absence From: To:

Course Missed: Professor Name: Professor E-mail:

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Students are expected to attend every class of every course for which they are registered. Only the following FOUR situations qualify as excused absences. **ALL EXCUSED ABSENCE REQUESTS MUST BE ACCOMPANIED BY REQUIRED DOCUMENTATION.**

Reason for Absence

Personal Illness. Nature of Illness: Had an appointment with the Student Health Center

(Required Documentation: Doctor's note/hospital bill/discharge paperwork/confirmation of records)

Serious Illness or Death In the Immediate Family. Name of Family Member:

(Required Documentation: Copy of death certificate/mass or memory card/obituary/physician confirmation)

Religious Holiday. Name of the holiday:

(Required Documentation: This form will be sufficient)

Participation in University-Sanctioned Activity. Even:

(Required Documentation: Letter from authorized administrator or supervisor. Club and professional events are NOT considered university-sanctioned events)

Comments:

Note: It is student's responsibility to obtain any class notes or other course materials missed due to absence. In addition, the student must also communicate directly with the instructor to make arrangements for missed examinations or graded assignments. The manner in which the work will be made up (and approval for any make up work) is left to the discretion of each faculty member.