



**FAMU-FSU College of Engineering**  
**Excused Absence Request Form**

Please provide the following information for requesting an official student excused absence.  
*(Please print)*

**Part A**

<b>Student's Name</b>		<b>Today's Date</b>	
<b>Phone No.</b>		<b>E-Mail Address</b>	
<b>Student's EMPL ID</b>		<b>University</b>	
<b>Major</b>		<b>Semester</b>	

<b>Course Prefix (i.e. EGN 1004L)</b>	<b>Meeting Days (i.e. T;R)</b>	<b>Date (s) of Absence</b>	<b>Instructor's Name</b>

**Part B**

**Reason** for absence (or date of the holy day for religious observance): \_\_\_\_\_

\_\_\_\_\_

**Proof** supporting reason of absence: *(Proof must be attached.)*

\_\_\_\_\_

\_\_\_\_\_

I understand that excessive delay in requesting an excused absence or in providing documentation of an approved absence to a course instructor may result in the request being denied or approval being rescinded. I also understand that the proof that I have provided may be verified. I acknowledge that deliberately providing false, forged, or misleading documentation of information for the purpose of obtaining this excused absence may result in academic sanctions against me including but not limited to probation, suspension, or dismissal from the university.

My signature certifies that I have read, understand and agree to the policy described above.

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Do not write below this line** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_ **Processed by:** \_\_\_\_\_