Excused Absence Request Form

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

Part A

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

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

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documentation of an approved absence to a course instructor may result in the request being denied or approval being rescinded.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:** _____