



## EXCUSED ABSENCE REQUEST FORM

### INSTRUCTIONS:

- Submit your completed form and supporting documents to the Directors of the courses from which you are requesting an excused absence
- The form must be submitted at least 7 business days prior to the absence
- In case of a health emergency please make sure to send in your form within 24 hours
- The Course Directors will email a notice of approval/denial within three business days of receiving the request. If sessions for more than one course will be missed during the absence, all Course Directors must approve.

### STUDENT INFORMATION:

Name: \_\_\_\_\_  
Last First Middle

Student ID#: \_\_\_\_\_ Class of: \_\_\_\_\_ DOB: \_\_\_\_\_

Phone#: \_\_\_\_\_ E-mail: \_\_\_\_\_

### INCLUSIVE DATE(S) TO BE EXCUSED FROM CLASS:

Start date: \_\_\_\_\_ Return to class date: \_\_\_\_\_

### NATURE OF ABSENCE (check all that apply):

- Medical
- Religious Holiday (please attach the Religious Observance Excused Absence Request Form)
- Involvement in traffic accident documented by a law enforcement report
- Emergency Leave
- Bereavement
- Military Duty
- Jury Duty
- \*Professional Meeting/Conference
- Immigration & Naturalization
- Legal
- Other \_\_\_\_\_

*\*Students who desire to attend professional meetings and conferences must obtain academic clearance from Dr. Susan Ely and Dr. Ann Poznanski along with course director's signature. Absence requests must be submitted with advance notice of at least 10 business days prior to conference's start date.*

