



CNUCOM Absence Request Form

How to Complete and Submit This Form:

1. Submit the completed Absence Request Form to the designated course director for the mandatory sessions you are missing.
2. The request will be reviewed, and a determination will be made by the course director if the absence will be excused or unexcused.
3. The Faculty will give the student a make-up assignment or develop a make-up plan the student needs to complete for the missed session(s).
4. Once the assignment or make-up plan is completed, ask the designated faculty member to sign this form verifying completion.
5. Submit completed form with all signatures to the Office of Student Affairs for final documentation.

Note: Students who desire to attend professional meetings and conferences must meet with the Office of Student Affairs prior to registering for the conference and prior to completing this form for preliminary approval.

Student Information:

Last Name: _____ First Name: _____ Middle initial: _____
 Student ID: _____ Class of: _____ Phone number: _____

Absence Information:

Start Date: _____ Return to Class Date: _____

Nature of Absence (Check all that apply):

- Medical Religious Holiday Emergency Leave Bereavement Military Duty
- Jury Duty Legal Involvement in Traffic Accident Immigration and Naturalization
- Special Consideration: _____

Explain the reason for the absence (attach appropriate supporting documents):

College Master: _____

Educational Activities missed:

Course Number	Course Title or Exam	Course Director

Use by Course Director and Office of Student Affairs Only

The Absence is Excused Unexcused

Make-up Plan/Assignment:

Make-up plan deadline: _____ **Make-up plan approval:** _____
(Faculty Signature)

Make-up plan completion: _____ **Date:** _____
(Faculty Signature)

Office of Student Affairs: _____ Date: _____