



CNUCOM Absence Request Form

How to Complete and Submit This Form:

1. STUDENT completes the upper portion of the form.
2. STUDENT reaches out to their Course Director or College Mentor to discuss a makeup assignment.
3. The Course Director or College Mentor will complete the grey box.
4. STUDENT submits the form to the Office of Student Affairs (OSA).

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) :

Course Director: _____

Educational Activities missed:

Course Number	Course Title or Exam	Course Director

Use by Course Director or College Mentor ONLY

The Absence is: ☐ Excused ☐ Unexcused

Make-up Plan/Assignment:

Faculty Signature: _____ Date: _____
(Faculty Signature)

Office of Student Affairs: _____ Date: _____
(OSA Representative Signature)