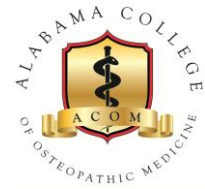


ABSENCE NOTIFICATION AND APPROVAL FORM



STEP 1

Fill Out
Information

Student's Name _____

Class of _____ Date of Request _____

Email Address _____

Requested or Actual Dates of Absence

From: _____ To: _____

Circumstances of absence:

Student Signature _____

STEP 2

Dean of Students
Approval

Excused Unexcused

Dean of Students Signature _____

If **unexcused**, students should still present this form to course directors to alert their absence.

If **excused**, students are required to list events or courses that were or will be missed during absence and obtain Course Director's approval. Please list in detail the affected course and event, e.g., exam, lab, quiz, etc. and the date of the event (signature required).

STEP 3

Course Directors
Approval

	Course and Event	Course Director's Approval
1.		
2.		
3.		
4.		
5.		

Absence from required activities without approval will result in a grade of zero for that activity.
Please refer to the Student Handbook.

STEP 4

Deadlines for
Assignments

Course Directors are requested to list make-up requirements (if any) and deadlines for completion:
