



Excused Absence Request

**Please read the Excused Absence policy in the Student Handbook before filling this form out.
Supporting documentation is required.**

Name _____
First *Last*

Class of _____ Student ID # _____

Local Phone _____ Mobile Phone _____

Inclusive date(s) to be excused from class: _____ Return to class date: _____

Phone number and address where you may be contacted while you are gone:

Nature of Absence:

- Medical Emergency Bereavement Military Jury Duty Personal Other

Reason for requesting an excused absence:

Attach Appropriate Documentation

Submit completed form to the Associate Dean for Academic Affairs and Research.

Academic Affairs Use Only

Excused Absence Request is:

- Approved* *Not Approved*

John Martin, Ph.D., Associate Dean for Academic Affairs and Research *Date*