



INSTRUCTIONS

- Submit your completed form plus supporting documents to the Coordinator of the course from which you are requesting an excused absence
- The form must be submitted within 3 business days of returning to campus (or course) after the absence
- The Course Coordinator will email notice of approval/denial within three business days of receiving the request

STUDENT INFORMATION

Name: _____
Last First Middle

Student ID#: _____ Class of: _____ Date of Birth: _____ Phone#: _____

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

Nature of Absence (check all that apply):

- Medical Military Duty Immigration & Naturalization
- Emergency Leave Jury Duty Legal
- Bereavement * Professional Meeting/Conference Other: _____

Please explain reason for requesting excused absence, and provide appropriate supporting documentation, as per the detailed Excused Absence Policy available on the College website. If additional space is required, attach your documentation to this form.

Courses That Will Be Missed			
Course Number	Dates Missed	Course Coordinator	Course Coordinator's Signature

**Students who desire to attend professional meetings and conferences must obtain academic clearance from the Office of Academic Affairs plus the course coordinator's signature. Absence requests must be submitted with advance notice of at least 10 business days prior to conference's start date.*

Student Signature: _____ Date: _____

Excused Absence Request is: Approved Denied Date Received: _____

Course coordinator: _____ Date: _____

Office of Academic Affairs: _____ Date _____

For Attending Professional Meetings/Conferences: Probation Clearance Academic Alert Clearance



Student Absence Guidelines

Duration of Absence

Effective July 2015, a student may request no more than three academic days of excused absences per semester or APPE Block from their Course Coordinator(s). In total, excused and unexcused absences shall not exceed five academic days per semester or three per APPE block. Absences exceeding five academic days per semester may require a student to request a leave of absence or a withdrawal.

Please contact the Office of Academic Affairs for further information.

May Request

A student may request an excused absence for the following circumstances:

- Medical (Self or immediate family)
- Military duty
- Immigration and Naturalization
- Jury Duty
- Legal
- Bereavement (first degree relative)
- Involvement in traffic accident documented by law enforcement report
- Professional Leave – conferences, invited presentations/posters, competitions, or residency interviews (*requires advance notice of at least 10 business days prior to event’s start date plus verification of good academic standing*)

May Not Request

A student may NOT request an excused absence for the following circumstances:

- Car repair or breakdown (please call for alternative transportation if urgent)
- Disruptions in daycare unless medical in nature
- Work scheduling
- Weddings
- Religious holidays or ceremonies
- Reunions
- Travel delays or vacation
- Undocumented causes
- Professional leave with less than 10 business days’ notice
- Exceeded duration of absence (see **duration of absence** above)

I have read and will follow these guidelines.

X

X

Student’s Signature

Date