

Excused Absence Notification Form

The completed form and any appropriate supporting documentation must be submitted to the instructor fourteen (14) calendar days in advance of the day of the scheduled absence. There are no exceptions to this deadline.

StudentName _____

StudentID#: _____ Semester _____

Course _____

Date(s) of absence _____

Reason for the excused absence:

Religious Observance

Other: _____

Student Signature _____ Date Submitted _____

Instructor Signature _____ Date Submitted _____

To be completed by instructor	
Description of work to be completed: _____	

Deadline(s) for completion (please specify exact date(s)): _____	
