



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.

Student Name: _____

Student ID#: _____ 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)): _____
