### ABSENCE NOTIFICATION AND APPROVAL FORM

**Student’s Name** ________________________________________________________________________________

**Class of** _____________________________ **Date of Request** ______________________________

**Email Address** _________________________________________________________________________________

**Requested or Actual Dates of Absence**

From: ___________________________________ To: ___________________________________

**Circumstances of absence:**

_____________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

**Course and Event(s) AND Event(s) Type:** (i.e. Diuretics and Vasopressin Lecture, Renal Quiz)

1. _______________________________________________________________________________________
2. _______________________________________________________________________________________
3. _______________________________________________________________________________________
4. _______________________________________________________________________________________
5. _______________________________________________________________________________________

**Student Signature** _______________________________________________________ **Date** ______________________

[ ] Excused [ ] Unexcused

**Dean of Students Signature** __________________________________________ **Date** _____________

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)

1. Course Directors Approval Signature __________________________________________ **Date** _____________
2. Course Directors Approval Signature __________________________________________ **Date** _____________
3. Course Directors Approval Signature __________________________________________ **Date** _____________
4. Course Directors Approval Signature __________________________________________ **Date** _____________
5. Course Directors Approval Signature __________________________________________ **Date** _____________

**List make-up requirements (if any) and deadlines for completion:**

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<th>Make-up Requirement</th>
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