



ABSENCE NOTIFICATION AND APPROVAL FORM

**Step 1**Fill Out
Information

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 _____

Step 2Dean of
Students
Approval **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)**Step 3**Course
Directors
Approval

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 _____

Step 4Deadlines for
Assignments

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

| | Make-up Requirement | Deadline |
|----|---------------------|----------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Step 5Submit
Completed
Form to
Student
Services