

EXCUSED ABSENCE FROM CLASS ATTENDANCE

(SEE H.O.P. 5.09)

Name of Student: _____

Date(s) of Excused Absence: _____

Reason for Absence:

Religious Holy Day

Official University Function

Military Service

Illness/Extenuating Circumstance

Description of reason: _____

Assignment to be Made Up: _____

Deadline for Make-Up: _____

Other Comments:

Student's Signature: _____

Date: _____

Instructor's Signature: _____

Date: _____