

## Excused Absence from Class Attendance (See [H.O.P. 5.09](#))

**Timelines:** **Planned absence:** Student notifies faculty member no later than the 15<sup>th</sup> day after the first day of the semester, and before the absence takes place. **Unplanned absence** (H.O.P 5.09 IX. F.): Student (or authorized representative) notifies faculty member as soon as possible with reasonable documentation.

**Policy and contacts:** Faculty member should consult with [UTSA Ombuds Services](#) for clarification or if [EOS](#), [Title IX](#), [Medical and Mental Health Withdrawal](#), [SDS](#) or other accommodation is necessary. Faculty member may also consider the incomplete grade and begin the process to submit requirements for removal of the incomplete after consulting UTSA [general academic regulations](#).

**Student Directions:** Complete the following section and email the form and relevant attachments directly to their faculty member from their UTSA email address. The effective date of this request is the date it is submitted to the faculty member. If denied, a student may file an appeal following HOP 5.09. IX.H. to the Department Chair/School Director where the course is offered.

Student Name: \_\_\_\_\_ Banner or myUTSA ID: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Discipline/Course Number/Section: \_\_\_\_\_ Faculty member:  
\_\_\_\_\_

### Reason for Excused Absence:

- To Attend Official University Function (H.O.P. 5.09 IX. C. attach letter from Faculty or University Employee for dates of approved activity)
- Due to Military Service (H.O.P. 5.09 IX. D. attach a copy of the military orders)
- Observance of a Religious Holy Day Study (H.O.P. 5.09 IX. E.)
- Illness or Other Extenuating Circumstance (H.O.P. 5.09 IX. F. attach relevant justification)

**Faculty Directions:** Review relevant H.O.P. 5.09 policy and consult with department chair/school director if needed.

Approve with the following class assignments to be submitted:

**Deadline** for make-up materials to be submitted: \_\_\_\_\_

Disapprove with explanation:

Faculty (name): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT SHOULD EMAIL FORM to:** [UndergraduateStudies.Petitions@UTSA.edu](mailto:UndergraduateStudies.Petitions@UTSA.edu) (UG) or [gradschooladmin@utsa.edu](mailto:gradschooladmin@utsa.edu) (GR)

### For Use of UG/GRAD office

Form added to Student Information System:  Yes  No By: \_\_\_\_\_ Date: \_\_\_\_\_