

Excused Absence Documentation Submission Form

This form will **NOT** be processed unless all the required fields are filled in.

Student's First Name			
Student's Last Name			
Student ID			
Campus Email			
Current Level			
Dates of missed class(es)	Course Code	Course Name	Instructor
Reason	<input type="checkbox"/> Doctor's Appointment <input type="checkbox"/> Court <input type="checkbox"/> Other Please specify: _____		
Date of Submission			
<u>IMPORTANT:</u>	<ul style="list-style-type: none"> Your handwriting must be legible. Write the required information <u>clearly</u>. Please <u>staple</u> the documentation and submit it with this form. If the absence is excused, your instructor(s) will be notified via email. Please allow one week for your instructors to be notified. If verified, your Instructor will be notified within <u>48 hours</u>. 		

Five acceptable excused absences:

1. **Serious illness or serious medical emergencies on the part of the student or a dependent.** The student must submit a doctor's note explaining the reason for the absence.
2. **Family emergency.** The student must submit a note and supporting documents explaining the reason for their absence. In the case of a death in the family, a death certificate must be submitted as a supporting document.
3. **Legal.** The student must submit the official documentation explaining the reason for their absence.
4. **Military duty.** The student must provide an official government, state, or civic document indicating conditions and length of required service.
5. **Authorized School of Language Studies events or requirements as approved by the program director.** Examples include required placement or exit testing.