



## Excused Absence Documentation Submission Form

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

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

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.