

**Request to be Absent from Exams or Required Activities**

Name \_\_\_\_\_ Class of \_\_\_\_\_

Today=s Date \_\_\_\_\_ Date(s) I will miss class \_\_\_\_\_

Reason for missing classes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What lab, class exercise, and /or exams will you miss during your absence? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you make up for the missed material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you will miss an exam, group exercise, required laboratory or be absent from a class where attendance is required, you **MUST** have the signature of both the faculty member who will be teaching at the time of your absence **AND** the course director indicating their approval of your request.

**Course Title** \_\_\_\_\_

Instructor signature \_\_\_\_\_

Course Director=s signature \_\_\_\_\_

Student signature \_\_\_\_\_