

Make-up Examination Excused Absence Form

Student Last Name	Student First Name	Student ID
Program Plan <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Phone	Email Address

Instructions:

- If you assert that you are unable to take an examination as scheduled, you must submit this form as early as possible before the administration of the examination. Attach a statement explaining the reasons for the requested absence and provide supporting documentation. If the absence is for medical reasons, the documentation must include a letter from your attending physician.
- If you were unexpectedly absent from an examination, you must submit this form with a statement (1) setting forth the extraordinary circumstances (such as severe and sudden illness) that justify the absence and (2) showing that the circumstances arose unexpectedly, thereby precluding you from requesting an absence prior to the examination. The statement must be supported by appropriate documentation and must be submitted as soon as possible after the absence, but in no event more than seven days after the scheduled examination.

ABSENCE APPROVAL FOR:

COURSE: _____ **DATE:** ___/___/___ **TIME:** _____

List your complete examination schedule for this semester (include papers and take-home examinations):

Course and Section	Date	Time

ASSOCIATE DEAN

Approved: _____ Denied: _____

Comments: _____

Signature: _____ Date: ___/___/___