



## Excused Absence Request Form

### College of Health Sciences

- Refer to CHS 3705 Excused Absence Policy for detailed explanations of valid reasons for students to apply for excused absences.
- Submit your completed form plus supporting documents to the Office of Academic and Student Affairs by email to [chs.studentaffairs@cnsu.edu](mailto:chs.studentaffairs@cnsu.edu).
- The form must be submitted within 3 business days of returning to campus after the absence.
- The Office will email notice of approval/denial to the student within three business days of receiving the request and will notify faculty.
- Official documentation may be required to support requests in accordance with policy CHS 3705.

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_ Date(s) to be excused from class: From: \_\_\_\_\_ to: \_\_\_\_\_

Nature of Absence (check all that apply and attach supporting documents):

- ☐ Illness or Hospitalization      ☐ Military Duty      ☐ Immigration & Naturalization
- ☐ Emergency Leave      ☐ Jury Duty or Court Subpoena      ☐ Legal
- ☐ Death of an Immediate Family Member      ☐ Professional Meeting/Conference      ☐ Other: \_\_\_\_\_

Briefly explain request for excused absence:

(e.g. illness, death in immediate family, presentation at a conference- title and conference...)

Course Sessions Missed			
Course #	Course Name	Dates Missed	Faculty Name

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received: \_\_\_\_\_

Excused Absence Request is:      ☐ Approved      ☐ Denied

Office of Academic and Student Affairs Signature: \_\_\_\_\_

Date: \_\_\_\_\_