

STUDENT CLASS ABSENCE REQUEST

Must be filed with the Registrar 48 hours before absence

Rev. 3/05/14

Name: (Print):	Date:
Dates to be Absent from Class(es):	
Reason for Absence:	

For each class you will miss, obtain the faculty member's signature

Course #	Dates to be Missed	# of Periods to be Missed	Signature of Instructor
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After obtaining all of your instructors' signatures – take this form to the Dean of Students.

Approved	Rejected		
		Date	Dean of Student's Signature
	After obtainin	g the Dean of	Students signature – take this form to the VPAA.
Approved	Rejected		
		Date	Vice President for Academic Affairs
48 Ho	ours before the l	requested abs	ence this form must be filed with the Registrar's Office.
Registrar : (Sigr	nature & Date) _		
Copies w	vill be filed in the	e permanent i	record and shared with all instructors, the Dean and VPAA