Request for

**Excused Absence (E)**

Student Name: _____________________________________        ID: ___________
Semester:   ________________        Year:   ______________
Course Code: ____________     Course title: _______________________________

Reason(s) for absence from the final exam (please attach supporting documents):

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

If a substitute exam is not attended by the end of the 2\textsuperscript{nd} week of the following semester (date: ___ / ___ /___ ), the grade to be recorded on the student official transcript is (F).

_________________________             _________________________
Student's signature              Instructor's signature

_________________________             _________________________
Academic Advisor's signature   Dean's Signature

_________________________
Student Affairs

_________________________
Date