



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 2nd 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