

**EXCUSED ABSENCE NOTIFICATION AND  
APPROVAL FORM**

<b>Student's Name</b>	<b>GSBS Program</b>	<b>Date of Request</b>
<b>Requested or Actual Dates of Absence</b>	<b>From:</b>	<b>To:</b>
<p>CIRCUMSTANCES OF ABSENCE</p> <p><input type="checkbox"/> Illness (Attach Doctor's Note) _____</p> <p><input type="checkbox"/> Recognized Religious Holiday _____</p> <p><input type="checkbox"/> Significant Family Issues _____</p> <p><input type="checkbox"/> HSC Representative to Meeting _____</p> <p><input type="checkbox"/> Presenting Abstract or Poster at Meeting _____</p> <p><input type="checkbox"/> Other _____</p> <p>_____</p>		

\_\_\_\_\_  
*Student Signature*

<b>Students are required to list events or courses that were (will be) missed during absence and obtain Course Director approval</b>	
<b>Affected Course(s)/Lecture(s)</b>	<b>Course Director Approval (signature required)</b>
1)	
2)	
3)	
4)	
5)	
<p><b>Students are required to list all Exams that were (will be) missed during absence and obtain Course Director approval. Missed exams must be approved in advance, unless student was ill and has a Doctor's Note. Make up Exams for all Core Classes are to be scheduled with the Course Director. <span style="color:red">This form must be returned to GSBS, Department of Biomedical Sciences within 3 days after the request is initiated.</span></b></p>	
<b>Affected Course(s)/Exam(s)</b>	<b>Course Director Approval (signature required)</b>
1)	
2)	

\_\_\_\_\_  
*Associate Dean Signature*

<p><b><u>Course Directors are requested to list make-up requirements (if any)</u></b></p>  
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