



Request for Planned Absence

Each instructor whose class will be missed should sign this form. The student will give this form to his/her advisor. Only one planned absence is allowed per semester. Planned absences cannot be taken on exam days or clinical days.

Student Name

Date of Request

Date of Planned Absence

Course Instructor Signature(s)

Course

Instructor Name

Instructor Electronic Signature

Date

I understand that checking this box and typing my name above constitutes a legal signature confirming that I acknowledge the above student will be absent on the date listed above

Course

Instructor Name

Instructor Electronic Signature

Date

I understand that checking this box and typing my name above constitutes a legal signature confirming that I acknowledge the above student will be absent on the date listed above

Student Electronic Signature

Date

I understand that checking this box and typing my name above constitutes a legal signature confirming that I acknowledge I am responsible for all material covered in class on the day I will be absent.

The student must submit a signed copy of this form to his/her advisor once it is complete