Excuse for Course Absence Form

This form MUST be completed in its entirety and MUST get signature from Faculty and MUST be presented to Academic office.

1. Student Name: __________________________
2. Student ID: ___________________________

3. Course Code and Title: ____________________________________________

4. Professor’s Name: __________________________________________

5. Date(s) of Absence: ________________________________

6. Reason for Absence: ____________________________________________
   __________________________________________________________________

7. If the absence was due to illness, please provide doctor’s note and information.
   Doctor’s Name: ________________________ Telephone Number: __________________

8. If the absence was due to Sport game schedule, please get the signature from coach and provide game schedule.
   Coach’s Name: ________________________ Signature: ________________________

_ This form must be presented to the faculty member at least 3 working days prior to the anticipated absence._ If presented in a timely manner, the faculty member must provide the make-up academic assignments, quizzes and examinations missed during the time the student is not in attendance.

Student Signature: ________________________________ Date: ________________
Faculty Member Signature: __________________________ Date: ________________

<table>
<thead>
<tr>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received By: __________________________ Date Received: __________________________</td>
</tr>
<tr>
<td>Chief Academic Officer Signature: __________________________ Date: ________________</td>
</tr>
</tbody>
</table>