



Bethesda University

730 North Euclid Street, Anaheim, California 92801 Tel: (714)683-1212, Fax: (714)683-1205

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: _____

Office Use Only

Received By: _____ Date Received: _____

Chief Academic Officer Signature: _____ Date: _____