# **Excused Absence Request Form**



Office of Academic Affairs 9700 West Taron Drive | Elk Grove, CA 95757 (P) 916-686-7400

# **INSTRUCTIONS**

- Submit your completed form and supporting documents to the Course Coordinator(s) from which you are requesting an excused absence.
- This form must be submitted within 3 business days of returning to campus (or course) after the absence
- Office of Academic Affairs will email notice of approval/denial within 3 business days of receiving the request.

STUDENT INFO	ORMATION				
Name: <i>First</i>	Middle		Last		_
Student ID#:	Class of:	Phone#:			
Inclusive date(s) to b	be excused from class: Start Date:	Return to Class Date:			
Nature of Absence (	(check all that apply):				
□ Bereavement	□ Immigration & Naturalization	□ Jury Duty	🗖 Legal	□ Medical	
□ Military	*Professional Leave	Traffic Accident	□ Other:		
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\*Professional Leave absence requests must be submitted with advance notice of at least 10 business days prior to conference's start date and requires academic clearance from the Office of Academic Affairs and the Course Coordinator's signature.

Courses Affected by Absence							
TO BE COMPLETED BY STUDENT	TO BE COMPLETED BY COURSE COORDINATOR						
Course ID:          Date(s) Missed:          Item(s) Missed:       IRAT       OSCE       Presentation         Course Work       Project Work       Other, describe below:	<ul> <li>This absence is: Low Stake High Stake</li> <li>Has the student provided evidence of compliance with the Excused Absence policy (see page 2)? Yes No</li> <li>Are arrangements made for missed/make-up work? Yes No</li> <li>Comments:</li> </ul>						
	Signature: Date:						
Course ID:          Date(s) Missed:          Item(s) Missed:       IRAT       OSCE       Presentation         Course Work       Project Work       Other, describe below:	<ul> <li>This absence is: □ Low Stake □ High Stake</li> <li>Has the student provided evidence of compliance with the Excused Absence policy (see page 2)? □ Yes □ No</li> <li>Are arrangements made for missed/make-up work? □ Yes □ No</li> <li>Comments:</li> </ul>						
	Signature:Date:						
Course ID:       Coordinator:         Date(s) Missed:          Item(s) Missed:       IRAT       OSCE         Presentation          Course Work       Project Work       Other, describe below:	<ul> <li>This absence is: Low Stake High Stake</li> <li>Has the student provided evidence of compliance with the Excused Absence policy (see page 2)? Yes No</li> <li>Are arrangements made for missed/make-up work? Yes No</li> <li>Comments:</li> </ul>						
	Signature:Date:						

In signing this request, I confirm that I have read and understand the Excused Absence Policy and the Student Absence Guidelines outlined on page 2 of this document and believe that I meet the criteria for an excused absence.

Student Signature:	Date:				
OFFICE OF ACADEMIC AFFAIRS USE O	Excused Absence Request is:				
Professional Development Clearance:	Y / N	Y / N	Y / N	Y / N	Approved Denied
or Or Or Not applicable to request	GPA	Probation	Academic Alert	Professionalism	
Date Received OA	Date:				
					Page 1 of 2



# **STUDENT EXCUSED ABSENCE GUIDELINES**

## **Duration of Absence**

A student may request no more than three academic days of excused absences per semester. In total, excused and unexcused absences shall not exceed five academic days per semester. Absences exceeding five academic days per semester may require a student to request a Leave of Absence or a Withdrawal. Please contact the Office of Academic Affairs for further information on these options.

# Nature of Excused Absences

- Bereavement (first-degree relative)
- Immigration & Naturalization
- Jury Duty
- Legal (court ordered appearance)
- Medical (Self or Family)
- Military Duty
- Professional Leave (e.g. conferences, presentations/posters, competitions, or residency interview, and requires advance notice of at least 10 business days prior to event's start date plus verification of good academic standing)
- Traffic Accident (documented by law enforcement report)

# **Good Academic Standing Criteria**

- □ GPA of 3.0 or higher
- □ No academic alerts in current semester
- □ No outstanding professionalism charges

# **Approval Guidelines for High Stakes Absences**

### □ Nature

The nature of the absence is listed under the Nature of Excused Absences to the left. The Course Coordinator can choose to exclude excusing Professional Leave for High Stakes Absences.

### □ Urgent & Necessary

Issue demanded immediate attention by the student to avoid significant harm or loss. Staying home or scheduling a medical visit for a routine cold, flu, nausea, migraine, dental visit, physical, annual exam or other nonemergency illness generally does not satisfy this criterion.

### Unavoidable

Student demonstrated that the absence could not be anticipated nor avoided by way of rescheduling.

## □ Timely Communication

Student reached out in writing/email directly to the Course Coordinator as soon as it was possible and safe to do so, providing preliminary details of the nature and urgency of the absence. This was done in advance of the absence (if possible).

□ Well-Documented

A fully completed Excused Absence Request Form and written documentation demonstrating in detail the above criteria was submitted no later than 3 business days after the student returned to any course or campus. Student responded to request for additional documentation in a timely manner and no later than 48 hours following each request made. Student notified Course Coordinator immediately upon his/her return to campus.