

**HERBERT WERTHEIM COLLEGE OF ENGINEERING EXCUSED ABSENCE REQUEST**

This form is intended to serve as a formal method for course instructors to excuse the absence of students from classes to allow participation in professional conferences and other activities that support the mission of the UF College of Engineering and the University of Florida. The student is responsible for completing the following steps ideally **at least two weeks** prior to the activities in which he/she desires to participate.

1. Fill out the list of instructors and courses below. Provide the nature and description of your participation in the event and the rationale of your excused absence.
2. Have your faculty advisor sign and date the form.
3. Have *your* department chair sign and date the form if required by the instructor.
4. Have each instructor evaluate your request, mark the form accordingly, and sign.
5. Provide a copy of the form to each instructor.
6. Keep the original.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Major: \_\_\_\_\_ Level (e.g., 4EG): \_\_\_\_\_

Date(s) of Requested Excused Absence(s): \_\_\_\_\_

Name, Dates, Location of the Event: \_\_\_\_\_

Nature and description of your participation in the event and rationale for your excused absence (Attach a separate sheet with this information, including, if relevant, a web page printout of the event description).

**Signatures:**

<i>Faculty Advisor (required)    Date</i>	Email Address		
Print Name	Title		
Instructor Name	Course	Approve/Deny	Instructor Signature