

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 student organization's faculty advisor sign and date the form.
3. Have each instructor evaluate your request, mark the form accordingly, and sign.
4. Provide a copy of the form to each instructor.
5. Keep the original.

Student Name: _____ Date: _____

Major: _____ Level (e.g., 1st YR): _____

Date(s) of Requested Excused Absence(s): _____

Name of the Event: _____

Date(s) of the Event: _____

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)</i>	Date		
Print Name	Email Address		
Instructor Name	Course	Approve/Deny	Instructor Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____