

Request for Excused Absence

Wayne Community College students are allowed two (2) excused class days per academic year, including religious observances required by the faith of the student. For the purposes of this policy, an academic year begins on the first day of fall term classes and ends on the last day of spring term classes each year. Students shall be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance.

Students requesting absence from class must complete a *Request for Excused Absence Form*, have it signed by their Instructor(s), and submit it to the Admissions and Records Office for approval within the first seven school days of the term. Failure to submit the completed form by the deadline will result in the request being denied. The Admissions and Records Office will provide the student with a copy of the approved/denied form. Students should keep the copy for their records.

Today's Date Student's Name Student ID Requested Date of Absence

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Instructor Acknowledgement: Instructor signature or email documentation from each instructor (in the case of distance courses) acknowledges the receipt of proper notification of student's excused absence and that arrangements for make-up work have been discussed prior to the scheduled absence. It is the student's responsibility to ensure that all of their instructors have signed this form or provided email documentation of agreement to the absence (in the case of distance courses). If the student fails to obtain an instructors signature or approval of the absence by the deadline that instructor is not obligated to allow the student to make-up any missed work.

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|----------------------|------|----------------------|------|
| Instructor Signature | Date | Instructor Signature | Date |
| Instructor Signature | Date | Instructor Signature | Date |
| Instructor Signature | Date | Instructor Signature | Date |

Official Approval of Absence: Official approval of the request for excused absence for students will only be granted by the Admissions and Records Office if the completed form is submitted during the first seven school days of the term.

Failure to complete and submit this form to the Admissions and Records Office during the first seven school days of the term will result in denial of the request.

Admissions and Records Office Approval:

Date Received Processed By

Approved Denied Reason for Denial