



Excused Absence Request Form

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

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 INFORMATION

Name: _____
First Middle Last

Student ID#: _____ Class of: _____ Phone#: _____

Inclusive date(s) to 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: _____

**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 Number: _____ Coordinator: _____ Date(s) Missed: _____ Item(s) Missed: <input type="checkbox"/> IRAT <input type="checkbox"/> OSCE <input type="checkbox"/> IPPE/APPE <input type="checkbox"/> Presentation <input type="checkbox"/> Course Work <input type="checkbox"/> Project Work <input type="checkbox"/> Other, describe below:	- This absence is: <input type="checkbox"/> Low Stake <input type="checkbox"/> High Stake - Has the student provided evidence of compliance with the Excused Absence policy (see page 2)? <input type="checkbox"/> Yes <input type="checkbox"/> No - Are arrangements made for missed/make-up work? <input type="checkbox"/> Yes <input type="checkbox"/> No - Comments: Signature: _____ Date: _____
Course Number: _____ Coordinator: _____ Date(s) Missed: _____ Item(s) Missed: <input type="checkbox"/> IRAT <input type="checkbox"/> OSCE <input type="checkbox"/> IPPE/APPE <input type="checkbox"/> Presentation <input type="checkbox"/> Course Work <input type="checkbox"/> Project Work <input type="checkbox"/> Other, describe below:	- This absence is: <input type="checkbox"/> Low Stake <input type="checkbox"/> High Stake - Has the student provided evidence of compliance with the Excused Absence policy (see page 2)? <input type="checkbox"/> Yes <input type="checkbox"/> No - Are arrangements made for missed/make-up work? <input type="checkbox"/> Yes <input type="checkbox"/> No - Comments: Signature: _____ Date: _____
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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 ONLY Professional Development Clearance: <input type="checkbox"/> Y / <input type="checkbox"/> N <input type="checkbox"/> Y / <input type="checkbox"/> N <input type="checkbox"/> Y / <input type="checkbox"/> N <input type="checkbox"/> Y / <input type="checkbox"/> N or <input type="checkbox"/> Not applicable to request	Excused Absence Request is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Date Received _____ OAA Signature: _____	Date: _____

STUDENT EXCUSED ABSENCE GUIDELINES

Duration of Absence

Effective January 2016, a student may request no more than three academic days of excused absences per semester or APPE Block from their Course Coordinator(s). In total, excused and unexcused absences shall not exceed five academic days per semester or three per APPE Block. 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.