CARROLL SCHOOL OF MANAGEMENT
Request for Excused Absence from Class

Students may be excused from class for reasons, including, but not limited to, illness, death/critical illness of a family member, personal emergency or religious observance according to BC policy.

Students will not be excused for non-emergency absences that have not been authorized in advance and/or for reasons including but not limited to medical/dental appts, job interviews or employment obligations and personal or family events or celebrations.

Student should also email Professors of impending absence. All makeup arrangements are made with the student and the Professor.

Student Name__________________________________________________________
Eagle ID __________________________ Email Address _______________________ Class Year ________
Missed Class Dates_____________________________________________________________________
Reason______________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
Illness/Injury _________________________________________________________________
Documentation Attached__________________________

Student Signature___________________________________________________________________ Date_________

Dean’s Approval_______________________________________________________________ Date__________
Professors Notified_____________________________________________________________ Date__________