

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 _____