

# LETTER OF IN ABSENTIA

To: Dr. Gene Fant, Vice President for Academic Administration

I, \_\_\_\_\_, am requesting to be excused  
from the graduation ceremony on \_\_\_\_\_ at Union University

because \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check one of the following options concerning your diploma:

\_\_\_\_\_ I wish to pick up my diploma at the Jackson Campus (Academic Center)  
after graduation.

\_\_\_\_\_ I wish to pick up my diploma at the Germantown campus after  
graduation.

\_\_\_\_\_ I wish to have my diploma mailed to me at the following address:

\_\_\_\_\_

\_\_\_\_\_

- **Traditional undergraduate students** return this form to the Academic Center as soon as possible.
- **Non-traditional/Adult Study undergraduates and Graduate level students**, please return this form as soon as possible to your program director so that this information can be included with your graduation application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date