

Excused absence request form

Name _____

RIN _____ E-mail _____

Cell phone _____ Class year _____

Cohort (when did you start at RPI?) _____

My Class Dean is _____

Date(s) of absence _____

Reason _____

Documentation (see reverse) _____

- I am on academic probation
- I have an exam on this day
- Please notify these professor(s) – please list

It is your responsibility to contact your faculty to arrange for make up work as per your course syllabus.

Notes



OFFICE USE
Date received
Approved by/date
Processed by/date

Documentation examples

Funeral

- Obituary from local newspaper
- Card from funeral home with deceased person's name
- E-mail from a parent or guardian confirming the date(s) of absence and relationship to the deceased

Family reunion

- A letter from parent or guardian requesting your presence on a specific date for the reunion.

Health absence

- All illness- or injury-related absences are to be diagnosed and treated in the Student Health Center in order to receive approval for an excused absence.
- If you have not been diagnosed or treated in the Student Health Center, but have documentation from your personal physician, Samaritan Hospital, etc., an absence can be approved through the Student Experience office.

Wedding

- An invitation addressed to you specifying the date(s) and the location of absence.
- An e-mail from a parent or guardian stating the reason and date(s) for the absence.

RPI-sanctioned group event or conference

- E-mail from the Rensselaer Union or sponsoring department.
- Conference material stating the title, date(s), and location of the event.

Religious absence

- Because Rensselaer is a non-denominational university that welcomes all faiths, the decision regarding absence from class and laboratories on religious holidays is left to the individual. In the case of conflicts between the university calendar and the individual's beliefs, students, faculty, and administrative staff will make arrangements to assure that religious participation is not restricted.

Sports absence

- A student who is a member of an authorized team or organization for which events are scheduled is excused from class attendance during the time actually spent away from the campus or during the hours of the events on campus. The student still has to complete the work that is missed. A student admitted to Samaritan Hospital will, upon request, receive a written excuse from the medical director.

Job interview

- An invitation letter from the company, including interview date(s) and location.

Other

- Required documentation can be discussed.