



Excused Absence Request Form

Excused absences due to illness, death in the family, or other special circumstances, must be cleared with the Office of Student Affairs. **“Students shall report absences in writing within 24 hours of each occurrence”** (College of Pharmacy Student Handbook).

It is the responsibility of the student to make up any missed work or notes.

Absences that are not authorized by the Office of Student Affairs will be considered unexcused.

Site: FTL Ponce WPB Select

FIRST NAME LAST NAME
One

Class: P1 P2 P3 P4 INTLP1 INTLP2
Select One

Date(s) of Absence Time (if applicable)

Classes Missed

Reason for the absence:

(official documentation may be required prior to approval being granted, e.g. doctor’s note, funeral program, court subpoena, etc.)

Signed: _____
Student Signature

Date Request Received in the Office of Student Affairs Approved: [] Yes [] No

Designee – Office of Student Affairs Date