

## Excused Absence Request Form

### EXPLANATION FOR FORM:

This is the form that must be submitted if you are requesting an excused absence from class.

Under UNT Dallas College of Law policy, categories for excused absences are the following:

1. To observe a religious holy day, including travel for that purpose;
2. To respond to a call for active military service;
3. To participate in an official COL function (including competitions such as mock trial or negotiation competitions, and court appearances required for clinic); or
4. Illness or other extenuating circumstances, such as death in the family requiring travel or absence.
5. A student's absence for pregnancy or childbirth as long as the student's doctor deems the absences medically necessary.

Please note that work-related travel is not the basis for an excused absence.

### DIRECTIONS:

- Complete the second page of this form and email the completed form to the professor in any class for which you are requesting an excused absence. The form allows you to include more than one professor and more than one class. But you must email a copy of this completed form to the professor for each course.
- In the case of an illness that will require absence from class for more than one week, the student should notify the Assistant Dean of Students, who will inform the appropriate faculty members.
- Lawyers are often asked to certify that they have complied with a rule, or that the information they are providing is accurate and true. For instance, to comply with annual continuing education requirements in Texas, lawyers complete a form on which they list the CLE they attended and then certify that the information is accurate. In keeping with this expectation of professional behavior and trust in something that a professional certifies to be true, this form requests that you give detail about the reason for the request and that you certify that the information is true.

## Excused Absence Request Form

Name	EUID
COL Email	Classification (1L part-time, 1L full-time, etc.)

List the course and the professor for each course for which you are seeking an excused absence:

COURSE	DATE OF CLASS FOR WHICH YOU ARE SEEKING AN ABSENCE	PROFESSOR

Please state the reason for your request. Be sure to provide detailed information.

I hereby certify that the information that I have given to support this request is accurate, and I authorize the UNT Dallas COL to verify this information. I recognize that falsifying the basis for a request for excused absence is a violation of the Honor Code.

Student Signature	Date / /
Faculty Signature	Date / /
Faculty Signature	Date / /
Faculty Signature	Date / /