

## **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.

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

5. For students who are pregnant, have pregnancy related conditions or parenting a child with medical needs under the age of one, please contact the Title IX Coordinator at [titleix@untDallas.edu](mailto:titleix@untDallas.edu) or apply for modifications at [https://cm.maxient.com/reportingform.php?UNTDallas&layout\\_id=20](https://cm.maxient.com/reportingform.php?UNTDallas&layout_id=20). The Title IX Coordinator will review your request and be in touch with you accordingly. After you apply for Title IX modifications, the Title IX office will work with your faculty regarding any modifications to your course work.

### **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. Alternatively, you may send this form to the Associate Dean for Academic Affairs and request that the Associate Dean notify professors in the classes you will miss.
- In the case of an illness that will require absence from class for more than one week, the student should notify the Associate Dean for Academic Affairs, who will inform the appropriate faculty members.
- Please do not provide documentation with this form. If additional documentation is needed, the Associate Dean for Academic Affairs will notify you.

## 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 EXCUSED ABSENCE	PROFESSOR

Please state the reason for your request.

I hereby certify that the information in 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
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