UCSC   <u>Application for Excuse/s for the Absence of Academic program</u>

1. Name of Student:

2. Registration No:

3. Year:

4. Address:

5. Contact No: Mobile: Home:

6. Period of absence for the lecture/s: From: To:

7. Details of the course/s during the absent period:

No .	Course code	Course Name

8. Reason of absence for the lecture/s:

(Please use one form per reason.)

9. Supportive document attached as a proof for the above said reason:

(eg: medical, death certificate, invitation etc.)

7. Statement of student:

I hereby requesting you to excuse me from the above lecture/ lectures. The submitted details and the proof documents are true and accurate according to my knowledge. If in the event it is proved that I have provided forge details I am liable to cancel my excuse for the lectures and considered as absent in the calculation of attendance and other disciplinary actions (if any).

Date:..   Signature of student:...

8. Recommendation of the Programme coordinator: ....(Signature)

Instructions for requesting excuses for the absence

- The attendance of 80% for the lectures is compulsory with effect from 2018 for all the students of UCSC

- In the event of absence for the lectures use the attached form for requesting the excuses for the absence

- Try your best to submit this form at your earliest

- Use one form per reason with the available supportive documents

- Submission of the form does not mean that you are granted the excuse

- The final decision of granting excuse for the absence and the percentage of your attendance will be decided by the relevant authorities