



## ACADEMIC AFFAIRS OFFICE

### STUDENT EXCUSE FORM

Student Name			ID Number	Program
First	Middle	Last		

Absence Date:	
Number of days:	
Reason of absence:	
Courses: Please, write (lab, lec, quiz, final....) beside the course	
1- ( )	2- ( )
3- ( )	4- ( )
5- ( )	6- ( )
7- ( )	8- ( )
Student's Signature	Date
Mobile No.	

Filled by Academic Office only	
No. of previous excuses and dates (If any)	
No. of previous excused exams, quizzes.... ( If any)	
Number of previous absence days	

#### Respected Vice Dean of Academic Affairs,

After reviewing the excuse above, the Student Excuse Review Committee has decided that the student's excuse is:

☐ Not applicable to the policy    
 ☐ Accepted    
 ☐ Not Accepted    
 ☐ Pending

**For the following reasons:**

**Members of the Student Excuse Review Committee:**

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