

March 20, 2018

Please excuse myself for being absent in 3 days.

Thank you for your kind consideration.

Sincerely yours,

Chen, Robert

Signed by: _____

 $\{\text{College Chairperson}\}$

SGD, Grose, Kristina

IT/CS Department, College Chairperson

$\{College\ Dean\}$

SGD, Moreno, Richard

College of IT, College Dean