

Excused Absence Request

(Not to be used for long-term Leaves of Absence. See [Long-Term Leave of Absence Policy](#))

Name:

Student ID: E-mail:

Cell Phone: Class Year:

Dates of Proposed Absence:

Reason:

Documentation:

Notes:

Approved Denied

Academic Coordinator or Clinical Coordinator Signature: _____

Date: _____

Documentation Examples for which students may be asked:

Funeral

- Obituary from local newspaper
- Card from funeral home with deceased person's name
- E-mail confirming the date(s) of absence and relationship to the deceased

Health absence

- Provide documentation from a healthcare provider that a student has been seen and when they are able to return to the program.

Religious absence

- UNM is a non-denominational university that welcomes all faiths. The decision regarding absence from class on religious holidays is left to the individual. In the case of conflicts between the university calendar and the individual's beliefs, students, faculty, and administrative staff will make arrangements to assure that religious participation is not restricted.

UNM PA Program sanctioned event or conference

- Conference material stating the title, date(s), and location of the event

Job Interview

- An invitation letter from the company, including interview date(s) and location

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