

Absence Request Form

Form must be completely filled out to be approved. Student must hand carry this form to receive all necessary signatures sequentially for absence to be approved. This form will be kept on file.

Note: Missing 20% or more of a class, for any reason, may result in a student being required to make up the entire class. Also, make up fees may be charged for make up instruction and for housing beyond scheduled residency' please refer to the Student Handbook. Housing is not guaranteed at the end of the term for students staying late to make up classes.

Name: _____ Date: _____

MOD/Program: _____

Date(s) of Requested Absence: _____

Reason for Absence:

Internship Site(s) to be visited (list all):

Supervisor's Name:

Address:

Phone Number:

Supervisor's Name:

Address:

Phone Number:

Currently, I have ____ Incompletes (number). List each class below:

My plan for making up time missed (list specific dates agreed upon with instructor):

ALL SIGNATURES MUST BE COLLECTED IN PROPER ORDER

1. Instructor(s) whose class will be missed:

2. **REQUIRED** for all Production classes, Executive Sous Chef or Executive Chef:

3. For Internship visits, Career Services Representative:

4. Academic Department Representative:

5. Dean/Chair of Program (B&P/Culinary/HRM):

APPROVED NOT APPROVED/Reason denied:

WHEN COMPLETELY SIGNED, RETURN THIS FORM TO STUDENT SERVICES. YOU ALSO NEED TO MAKE A COPY AND GIVE IT TO YOUR INSTRUCTOR