M1/M2/PCM EXCUSED ABSENCE FORM

General Guidelines:

- Requests must be received in writing one month prior to planned absence.
- The following requests must go to the Office of Student Affairs:
  - Absence that is due to religious observance or that is unanticipated (e.g. due to illness or death in the family)
  - Absence that involves missing a scheduled examination

PLEASE SUBMIT THIS FORM TO THE COURSE ADMINISTRATOR

M1: Ms. Wadee’ah Terry at terrywa@rwjms.rutgers.edu
M2: Ms. Shirley Brooks at brookssl@rwjms.rutgers.edu
PCM: Ms. Kelly Carter at kc235@rwjms.rutgers.edu

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Student Name: __________________________ Contact info: __________

Course(s) affected: __________________________ Dates requested: __________

Activities that will be missed (Please refer to M1/M2/PCM course calendar):

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Reason for Absence:
☐ Family event ☐ Presentation at a National or Regional Professional Conference
☐ Other (explain) ____________________________________________________________________

Please provide a detailed explanation of the nature of the absence:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

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Student Signature/Date

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COURSE DIRECTOR ACTION

☐ The excused absence has been approved. There is no remediation required.
☐ The excused absence has been approved. Remediation is required.

☐ The requested absence has not been approved. You may contact the Office of Student Affairs for further consideration.

Absences to Date: __________

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Course Director(s) Signature/Date

Absences to Date: __________

PCM Directors Signature/Date

Absences to Date: __________

PLEASE NOTE: The Director’s signature is required for each course affected.