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 terryw@rwjms.rutgers.edu
M2: Ms. Eleanor Lauber at lauberem@rwjms.rutgers.edu
PCM: Ms. Kelly Carter

Student Name: __________________________  Contact info: ____________________
Course(s) affected: __________________________ Course(s) Dates requested: __________

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

________________________________________________________________________

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:

________________________________________________________________________
________________________________________________________________________

Student Signature/Date

-----------------------------------------------------------------------------------------------

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.

________________________________________________________________________

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.