

PETITION FOR EXCUSED ABSENCE

DATE OF MISSED MEETING: _____

NAME: _____ PHONE: _____

ADDRESS: _____

SENATE CONSTITUENCY: _____

ABSENCE GUIDELINES:

- 1. Death in the family
- 2. Exam - include syllabus with date and time of test and ISIS schedule with verification of enrollment
- 3. Illness
- 4. Car accidents
- 5. Act of God
- 6. Academic commitments - with proper documentation

If absent for any other reason, please write out full explanation.

The Senate Rules and Ethics Committee reserves the right to determine the validity of all excuses.

Note: "Three (3) unexcused, or a total of four and one half (4 1/2) combined absences, (excused or unexcused) from the Senate during one term shall be considered an automatic resignation from the Senate and the Senate President shall notify the individual concerned." [From Senate Rules and Procedures Section III, A. Chapter 323 of the Student Body Statutes is on attendance and Section III of the Senate Rules and Procedures is on attendance and excuses.]

REASON FOR ABSENCE: _____

I do hereby attest with my signature that the above is true and correct. I also understand that the Senate shall have final approval or disapproval of this request for an excused absence.

Date Signature

For Rules and Ethics Committee: Excused _____ Unexcused _____