USU School of Veterinary Medicine Request to be Absent from Exams or Required Activities Form

Name: _____

Class Year: _____ **A#:** _____

STUDENT INSTRUCTIONS:

Unless there is a *bona fide* emergency, students requesting special accommodations to makeg up missed exams or other required exercises must return this form to the Office of Student Services (AGRS Rm 242) at least 6 weeks prior to the proposed absence. Contact your instructors regarding your leave of absence before submitting this form. Your instructor(s) will need to know your plan. Please note: An instructor's willingness to accommodate your absence does not constitute approval. All final decisions rest with the SVM Attendance Committee. The Attendance Committee will try to review all petitions within 2 weeks of receipt, and will notify the student of their decision. This form must be completely filled out, including signatures.

ABSENCE DATES:

Leave Date/Time: _____ Return Date/Time: _____

(Be specific on your dates of departure and return, list only one absence request per form.)

REQUIRED LABS/CLASSES/EXAMS MISSING:

Date	Required Activity/Course/Exam	Instructor	Instructor's Signature	Further Discussion with the Attendance Committee Requested
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No

Please read the SVM Attendance Policy (online). Explain why you think your request constitutes an extraordinary personal circumstance as defined. Use the back of this form if more space is needed.

How do you propose to make up the missed exam(s) or required exercise(s)?

Please return this form to the Office of Student Services via email to michael.s.bishop@usu.edu.

Date Received by OSS: _____

Date Submitted to Committee: _____

Attendance Committee Decision and Date: _____ ☐ **Approved** ☐ **Denied**

Confirmed via: _____