



BIOL 440: Request for Excused Absence

☛ **Student's Initials:** _____ I understand that this completed form must be submitted to the Department of Biology's secretary in Pryor-England Rm 131, by 5:00 PM no later than the Monday following my absence from seminar (unless I have been called away from campus for an extended emergency or I am suffering an extended illness, in which case I should contact the Biology Seminar Coordinator).

To Be Completed by Biology Department Secretary

Pryor-England Science Center, Rm 131

What date and time of day did you received this completed form from the student? _____

☛ **Secretary's initials** _____

☛ **Student's Initials:** _____ I understand that completion of this form does not ensure my absence will be considered 'excused'. I am aware that absences from BIOL 140 and BIOL 440 accumulate during my four required semester attendance. My overall course grade will be lowered five (5) points for each unexcused absence accumulated during my four semesters of required Seminar attendance.

The following are insufficient reasons for being absent from Biology Senior Seminar. Such excuses will be recorded as 'un-excused'. The list includes, but is not limited to the following.

- making up work for another class (i.e. labs, exams, homework, etc.) or attending study sessions
- attending sporting events or team practice
- medical appointments
- institutional exams (CLEP, JEP, etc.)
- going home or having not yet returned to campus from a personal trip
- forgetting to attend or attending to frivolous personal needs
- social club activities and performance practices

Documentation Is Required

☛ **Student's Initials:** _____ I am aware that I must attach documentation supporting the explanation given for my seminar absence. Failure to do so will result in denial of this request, and my absence will be recorded as un-excused. I have attached supporting documentation and given below an explanation of why my absence from seminar might qualify for excused status. _____

Student Information

☛ Student's Name _____ ☛ Date of absence _____

☛ Student's regularly checked e-mail address: _____

Faculty Vote

Indicate your vote on this request (Y for excused; N for un-excused):

Bruner: _____ Cooper: _____ J. M. Goy: _____ J. W. Goy: _____ Matlock: _____ Mills: _____

Moon: _____ Moore: _____ Plummer: _____ Rampey: _____ Sanders: _____