



To be filled by the Student:

STUDENT'S NAME: _____ **STUDENT'S ID #:** _____

MOBILE #: _____ **DATE OF ABSENCE:** _____

Exam/ Test Date	Course Code	Course Title	Instructor's Name	Quiz	Mid-term	Assignment

Note :

- Students will be permitted to take a makeup exam, if its weight is at least **10%** of course total mark;
- Absences will not be waived under any circumstances.

Evidence of Legitimate Excuse Attached:

Sick Leave
 Car Accident
 Al Hajj
 Job Requirement
 Death

Others, please specify _____

Student's Signature: _____ **Date Submitted:** _____

For Official use ONLY

Yes No

Excuse approved

Signature: Date:

Remarks:

Email sent to the instructor:

Student Informed:
Phone/ Email

By: Date:

Comment: