

# College of Science and Technology

## Guidelines for Obtaining an Official Dean's Excuse

### Purpose of Guidelines:

To ensure that students enrolled in the College of Science and Technology are aware of the college's procedures governing the approval of requests for excused absences.

### College Guidelines:

Students may request an excused absence from the Office of the Dean for the following reasons: (a) participation in recognized university activities; (b) personal illness (properly certified); (c) emergencies caused by circumstances over which the student has no immediate control; (d) recognized religious holidays (with appropriate verification); (e) mandatory court appearances (including jury duty); (f) military obligations; and (g) death in the family (immediate family member). **Instructors should be notified as soon as the student becomes aware that he or she will be absent from class.** In situations involving missing class for reasons beyond a student's control, instructors are encouraged to assess the legitimacy of the student's reason for missing class before directing the student to the Office of the Dean.

### Procedures:

1. Students will notify their instructor concerning any event that may cause their absence from class, lab, or a scheduled session. **This notification will occur as soon as the student is aware of the event.** Notice should be given in person when possible and by telephone and/or email if necessary.
2. All requests for excused absences must be made within **five (5) calendar days** after a student is physically able to return to school. Requests made after this period may not be considered.
3. All requests for excused absences must be submitted directly to the Office of the Dean (105 University Commons) for approval. Once the request has been verified and approved, the student will receive an official excuse to submit to the appropriate instructors.
4. In order to receive an excused absence from any class or related classroom activity (i.e. exam, quiz or assignment), students must provide the appropriate documentation to the Office of the Dean, as described below:
  - Absence due to participation in recognized university activities: documentation consists of a memo/letter from the appropriate department supervisor on letterhead.
  - Absence due to personal illness: documentation consists of a statement from a medical practitioner. The **original document** on letterhead must be clearly dated and signed by the medical practitioner, or signee. **Note: If the illness does not require medical service, the student will not be eligible to receive an official dean's excuse.** In these cases, the student should notify the instructor(s) as soon as possible if he or she is ill and is unable to attend class or a related classroom activity (i.e. exam, quiz or assignment).
  - Absence due to emergencies caused by circumstances over which the student has no immediate control (e.g. car accident, fire damage to apartment/dormitory, etc.): documentation consists of records/reports related to the event and a letter/memo from an appropriate official verifying the emergency.
  - Absence due to recognized religious holidays: documentation consists of written verification from an appropriate official (e.g. church leader) of the student's religious organization.
  - Absence due to mandatory court appearances, jury duty or military obligations: documentation consists of a letter/memo (on letterhead) from an appropriate official verifying the student's required participation in the activity.
5. Absence due to family illness and/or death in the immediate family (parent/guardian, grandparent, sibling, child, aunt/uncle): documentation consists of a hospitalization document, letter/memo from doctor (for illness), death certificate, funeral program with student's name, or letter/memo from funeral home stating your relationship and the date you were in attendance (for death). Original document on letterhead must be clearly dated and signed by an official representative or signee.

**\*\*\*FRAUDULENT EXCUSES/DOCUMENTATION WILL BE FORWARDED TO THE OFFICE OF JUDICIAL AFFAIRS FOR APPROPRIATE ACTION.\*\*\***

Please email all supporting documents along with excuse  
request form to

Gloria Williams

[gloria.williams@famu.edu](mailto:gloria.williams@famu.edu)

Office Manager | College of Science and Technology



**COLLEGE OF SCIENCE AND TECHNOLOGY**  
 Florida Agricultural and Mechanical University  
 University Commons, Room 105  
 Tallahassee, Florida 32307

**EXCUSE REQUEST FORM**

**OFFICE OF THE DEAN**

Submitted Date: \_\_\_\_\_

Major: \_\_\_\_\_

Telephone # \_\_\_\_\_

Student's Name: \_\_\_\_\_ I.D. #: \_\_\_\_\_

Date(s) Absent: \_\_\_\_\_ Class Time(s): \_\_\_\_\_

- REASON:       Personal Illness/Dr.'s appointment D.O.B (M/D/Y) \_\_\_\_\_  
 Family Illness     Mandatory Court  
 Official University Activity/Travel  
 Death in Immediate Family/ Relationship \_\_\_\_\_  
 Military Duty  
 Other \_\_\_\_\_

*\*Original documentation must be attached. (Remember that the submission of false, inaccurate or altered documents will be considered a serious offense and will be treated as such.)*

**Check all that apply: The absence(s) caused me to miss:**

assignment     quiz     exam     midterm     final exam

*Instructor(s) First and Last Name:*

*Course(s) Pre/Number  
 (Example: BSC 1XXX)*

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |

**COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

# \_\_\_\_\_      \_\_\_\_\_ Approved      \_\_\_\_\_ Denied