

EXCUSE FORM

ALL CONVOCATIONS ARE LISTED ON THE ACADEMIC CALENDAR AND ARE MANADATORY FOR ALL FULL TIME WOMEN'S COLLEGE STUDENTS!

******Only excuses submitted on this form will be reviewed by the Honor Court******

Please submit this form to the Student Life Office at least **24 hours prior to the convocation**. Excuses within the 24 hour time frame will be reviewed at the discretion of Honor Court. If additional paper work is necessary, it must be provided within 24 hours after convocation. The Honor Court will review all excuse forms and will make the decision on whether it will be accepted. If there are any questions contact a member of the Honor Court or Amanda Lammers, Honor Court Adviser. Failure to attend convocation will result in a \$25 fine to the student's account if the excuse is not accepted.

Name: _____ Student ID: _____

Campus Box # or mailing address _____

Phone # _____ Cell # _____

Type/ Date of Convocation: _____

REASON FOR MISSING:

Sick: _____

Please include letter from doctor.

Work: _____

Please provide a note on company letterhead stating your personal schedule.

Other: _____

Please read Special Note below.

Explanation:

Signature

Date

Special Note: Child care issues need to be worked out in advance. Emergency situations with child care need to be explained in detail in order to be considered.