

Marshall University
School of Physical Therapy
Student Absence Request Form

Instructions: Students who have a life event that requires missing one (1) course may discuss the matter and have it addressed at the course instructor level. If a student has a legitimate life event that will require them to miss more than one (>1) course session, the DPT student must complete this form and submit it to the Program Chairperson as soon as possible. Ideally, the form will be submitted during the first week of the semester. This absence request form will be reviewed by the SOPT Administrative Committee. If approved, the student's absence will NOT result in a course grade deduction. If this form is not completed and approval granted prior to the absence, the student will be subject to a grade reduction that is consistent with the individual course syllabus.

Student Signature: _____

Requested Information	Student is to complete
Today's Date	
Date or date range of the requested absence.	
List of all courses that will be missed by the requested absence.	
State the reason for the requested absence. Please be specific without divulging sensitive personal information.	
What are your plans to ensure that you can successfully remediate the missed coursework? <i>There should be no expectation that individual course instructors will provide special assistance in remediating missed course work.</i>	