

**NYU****TANDON SCHOOL
OF ENGINEERING**

Office of Student Affairs Excused Absence Request

Students may request special accommodations for class absence in the following cases:

- Medical reasons
- Death in immediate family
- Personal qualified emergencies (documentation must be provided)
- Religious Expression or Practice

Instructions:

Please complete the below form and email it directly to raymed01@nyu.edu . All forms must be accompanied by your **N#** and the below:

- A clear scanned copy of a medical note, death certificate, or other certified proof of absence

****Requests will be considered incomplete if not accompanied by appropriate documentation****

Student Information:

Name: _____

N#: _____

Email: _____

Phone: _____

Course Information:

Date/Time of Request: _____

Course Number: _____

Course Name: _____



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Date of Absence: _____

Faculty Name: _____

Faculty Email: _____

Assignment/Exam (if applicable): _____

Reason for Absence: _____

Course Information:

Date/Time of Request: _____

Course Number: _____

Course Name: _____

Date of Absence: _____

Faculty Name: _____

Faculty Email: _____

Assignment/Exam (if applicable): _____

Reason for Absence: _____

Course Information:

Date/Time of Request: _____

Course Number: _____

Course Name: _____

Date of Absence: _____

Faculty Name: _____

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Assignment/Exam (if applicable): _____

Reason for Absence: _____

Course Information:

Date/Time of Request: _____

Course Number: _____

Course Name: _____

Date of Absence: _____

Faculty Name: _____

Faculty Email: _____

Assignment/Exam (if applicable): _____

Reason for Absence: _____

Please make sure to send this information for ALL classes missed during the extent of your absence. Please also make sure to include your N number in all communications.

All other issues, questions, or concerns regarding an extended leave, Medical or Counseling Leave of Absence please schedule an appointment with:

Deanna Rayment

Coordinator of Student Advocacy, Compliance and Student Affairs

Office of Student Affairs

646-997-3046 Phone

646-997-3974 Fax

raymed01@nyu.edu