



Leave of Absence Form

Name		ID		Class	
Phone		Email		Major	
Reason	<p>* Note: 1.Absence for illness should be supported by a hospital/doctor’s certificate.</p> <p>2.Please make clear clarification that you will take full responsibility for any emergency if your leave for personal affairs</p>				
Absence Period	From _____ to _____				

This section is to be completed by the appropriate person in charge:

Approved by	Advisor:	Date	
	Associate Dean:		
	Institute stamp:		

*Please hand in the form to the Academic Office after approval; the Academic Office and the student should keep a copy each.

Policy and Regulation:

1. The instructor for each class establishes his/her own policies on how to handle absences and how such absences affect assignments, exams, and grades. Instructors are not required to give make-up assignments or exams.
2. A note that a student visited a medical facility is not a sufficient excuse for missing an assignment or an exam. The note must specifically indicate that the student was incapable of completing an assignment or taking the exam due to medical problems and that this condition was sudden enough that it was impractical to contact the instructor in advance. Instructors decide how to handle cases of medical emergency.
3. A written request for absence is required. Absence for illness should be supported by a hospital/doctor’s certificate.
4. Absence for two weeks and less should be approved by the class advisor, student counselor, and the instructor, and be verified by JI Associate Dean for Graduate Education. Students must provide formal documentation of the reasons for the absence to the JI Academic Affairs Office. Absence for two weeks to two months should be the class advisor, student counselor, and the instructor, be verified by JI Associate Dean for Graduate Education, be submitted to SJTU Academic Affairs Division with the advice of the JI Associate Dean for Education. Absence for more than two months should go through the suspension procedure of SJTU.