Absentee Notification Requirements

The Student Absentee Notification Request Form is intended for circumstances beyond a student’s control, such as medical or family emergencies or crime victimization. If you need to miss class for a non-emergency reason, notify your professors of your absence directly.

Absentee Documentation

The Dean of Students Office requires documentation of the reason for the absence in advance when possible, and shortly after the absence when advance notice is not possible.

ABSENTEE NOTIFICATION

Your professor(s) will be emailed asking for special consideration in making up homework and/or exams. The Professor(s) will make the final decision with regard to your absence.

You are strongly encouraged to communicate ALL absences with your professor(s).

NAME: ______________________________________

ID#: ______________________________________

EMAIL: ____________________________________

DATE(S) ABSENT: ____________________________

REASON: __________________________________

PROFESSOR(S) TO CONTACT

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