

## 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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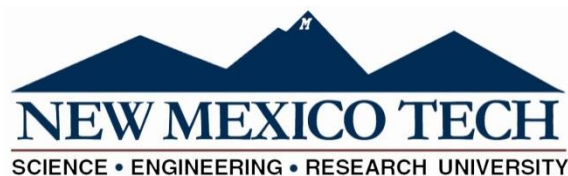
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