



School of Education
Class Absence Form

Please provide the requested information as succinctly and fully as possible. Attach substantiating documentation (doctor's note, funeral program, etc.) to this form and submit to Dr. Suzie Harris at kritchie@trevecca.edu.

Name: \_\_\_\_\_

Last 4 digits SSN: \_\_\_\_\_ Program (MAT, MLIS, Ed.D., etc): \_\_\_\_\_

Instructor of Course: \_\_\_\_\_ Date of Absence: \_\_\_\_\_

Title and Number of Course Absent From: \_\_\_\_\_

Request for Excused Absence:

- Immediate Family Funeral (program e-mailed)
Illness (doctor's note emailed)
Military Duty
Other, specify \_\_\_\_\_

Reason for Unexcused Absence:

- Wedding
Vacation
Family Event
Work
Other, specify \_\_\_\_\_

Rationale for Absence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The rationale for a strict attendance policy is best understood when viewed in the light of the unique program design. Class attendance is an important student obligation, and each student is responsible for all work conducted in class meetings. With the use of the various strategies mentioned above, making up missed class time is nearly impossible; therefore, maintaining the integrity of the course dictates the necessity of the attendance policy:

- 1. An unexcused absence from a class session results in a penalty of one letter grade; two absences from a course for any reason results in disenrollment from that course.
2. In the event of any absence, the student must submit this Class Absence Form to the Dean, School of Education. Failure for not submitting this form within 2 days of the class absence results in an automatic unexcused absence status. Additionally, the student is responsible for notifying the instructor and for making up the work according to the instructor's directions.
3. Weddings, vacations, family reunions, work-related activities, and change in university schedule are examples of unexcused absences.

I have read and understand the attendance policy. (Please check box)

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_