

Absence Form for MA 308
Spring 2011

1. Name:
2. Date(s) of Absence:
3. Reason for Absence (select one and provide a brief explanation):
 - (a) Significant illness of the student or serious illness of a member of the student's household (permanent or campus) or immediate family. The instructor shall have the right to request appropriate verification.
 - (b) The death of a member of the student's household (permanent or campus) or immediate family (spouse, child, parent, sibling, grandparent). The instructor shall have the right to request appropriate verification.
 - (c) Trip for members of student organizations sponsored by an academic unit, trips for University classes, and trips for participation in intercollegiate athletic events. When feasible, the student must notify the instructor prior to the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors may request formal notification from appropriate university personnel to document the student's participation in such trips.
 - (d) Major Religious Holiday. Students are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day for adding a class.
 - (e) Other—please explain.