

MISSED ASSIGNMENT ABSENCE FORM

NAME: _____

COURSE: _____

DATE: _____

DATE(S) MISSED: _____

REASON FOR EXCUSED ABSENCE (NOTE: THE ONLY REASONS ACCEPTED FOR MAKING UP A MISSED ASSIGNMENT ARE DOCUMENTED CASES OF ACTUAL ILLNESS, UNIVERSITY-APPROVED ACTIVITY, JURY DUTY, DEATH IN IMMEDIATE FAMILY, MILITARY SERVICE, OTHER *UNAVOIDABLE* EMERGENCY)

DOCUMENTATION (ATTACH TO THIS SHEET. SIGNED PERSONAL NOTES *MAY* BE ACCEPTED BUT ONLY IF INCLUDING CLEAR AND SPECIFIC DETAILS OF TIMES, DATES, AND PLACES ABOUT THE ABSENCE).