ABSENCE LENIENCY COMMUNICATION TOOL

Name of Student: _______________________
Course Name: ___________________________

1) Based on the essential elements of this course, how many absences may be permitted this semester without it negatively affecting the student’s grade? ___________

2) The student will notify the instructor within ____________ days of missed class via phone, email, or both.
   a. Notification method agreed upon: Phone, Email, or Both: ___________________________

3) If advanced notice is possible (e.g. due to scheduled appointments, etc.), the student will notify the instructor within _____ days of missed class via phone, email, or both.
   a. Notification method agreed upon: Phone, Email, or Both: ___________________________

4) Assignments or exams must be made up within _______________ days of missed class?

5) List any expectations for make-up work:
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

6) Other Comments or Expectations:
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

________________________________________
Student’s Signature Date

________________________________________
Instructor’s Signature Date