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?

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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:

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   ________________________________________________________
   ________________________________________________________
   ________________________________________________________
   ________________________________________________________

________________________________________
Student’s Signature                           Date

________________________________________
Instructor’s Signature                       Date