

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