

ABSENCE EXPLANATION FORM

It is your responsibility as a student and as a member of the UI learning community to attend class and to contribute to the learning environment. If you have missed a class or if you will miss one in the future, please let your instructor know as soon as possible. Fill out this form (using any browser except for Firefox), print and sign this form.

Review the course syllabus for explicit instructions about documentation and discuss this with the instructor or your undergraduate college office. Give this form to your instructor as soon as possible, discussing this absence in person. Your instructor will decide if the absence **is excused or unexcused** by using the absence policy in the course syllabus and at this UI website: <https://opsmanual.uiowa.edu/students/absences-class>.

Please read these statements and check the boxes to show your understanding of this important information.

I understand that I am expected to attend class.

I have read and understand the course absence policy that is on the course syllabus.

I understand that I am responsible for learning the material that I missed during my absence.

Course number (e.g. RHET: 1030:001) Course title (e.g. Rhetoric)

Instructor's name

Student's first and last name

Student's UI ID number

Give the date or dates that you were absent or will be absent from this class.

Explain why you missed class or will miss class, summarizing this information to protect your privacy. Review the course syllabus for instructions about documentation or discuss this with the instructor or your undergraduate college office. If you need to have documentation, please staple a copy of it to this form.

Explain how you plan to learn the class content that you missed.

Student's signature

Date

My signature verifies that the above information is accurate and that my statements are honest.

Instructor's Response

This absence has been reviewed and is determined to be:

An **excused** absence

An **unexcused** absence

Reasons for this decision (use the back of this sheet if needed):

Instructor's Signature

Date