



Faculty Absence Form

This absence should be considered: Emergency Non-Emergency

Was class cancelled? Yes No

| | |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Instructor Name | |
| Date of absence or class dismissal | |
| Class/course information (include date/time of class or classes) | |
| Reason for absence or class dismissal | |
| Substitute instructor if applicable (name and phone number) | |
| How will your students make up this class? | |
| Notification of students | Notified by instructor Via Email Via Phone Notified by Office of Academic Affairs Via Email Via Phone |
| Notification of Department Chair | Notified by instructor Via Email Via Phone Notified by Office of Academic Affairs Via Email Via Phone |
| Cancellation door signs required and posted | Yes – posted on door No, not required |
| Instructor signature/date | |
| Office of Academic Affairs signature/date | |