

To have course absence documentation validated, students are required to email the **Dean of Students Office**.

The email address is deanofstudents@fit.edu. Please follow the guidelines below.

For more information regarding the Course Attendance and Absence Policy, visit link.fit.edu/course-attendance-absence-policy.

In the email, please include:

1. Student name
2. Student ID number
3. Date(s) to be considered
4. Original documentation (e.g., doctor's note)

Once this email has been received, your request to get an absence verified will be considered. Once the absence has been validated, your instructors will receive an email verification from the Dean of Students Office.

Based on this information, your instructor will decide whether or not your absence is considered excused, and they will also determine how/if you can make up assignments or exams.

GROUNDNS CONSIDERED FOR AN APPROVED ABSENCE NOTIFICATION:

- Court-ordered appearance or administrative procedures due to a subpoena, jury duty, etc.
- The death or serious illness of an immediate family member.*
- A personal illness.**
- Required military service orders or appointments (including veterans affairs or medical appointments that could not otherwise be scheduled without a course conflict resulting).
- A serious accident or emergency.
- Severe weather situations (outside of local area conditions for which the university shall determine whether classes shall be held).
- University-sponsored competitions/performances including, but not limited to, athletic competitions (only applicable to varsity student-athletes and cheer squad members), university-sponsored presentation/conference/symposia in which a student is presenting, a field trip accompanied by an instructor or an internship or professional/graduate school interview that cannot be scheduled without conflict.

**Immediate Family Member: a student's spouse, dependent child (birth, adopted, step or foster), parents, siblings, grandparents, spouse's child, spouse's parents, spouse's grandparents, step-parents, step-siblings, step-grandparents, grandchild, step-grandchild or legal guardian.*

***Illness: a period of sickness affecting medical health. External medical care providers must provide information that the student should not attend class for a specified period of time. For more information on specific illnesses, visit link.fit.edu/course-attendance-absence-policy.*

GROUNDNS NOT CONSIDERED FOR ISSUANCE OF AN APPROVED ABSENCE NOTIFICATION:

- Athletic conditioning or practice schedules.
- Doctor or dentist appointments that could have been established in advance without resulting in a course conflict, including elective medical procedures.
- Employment issues.
- Inclement (but not serious) weather.
- Interviews for positions, residencies or internships that could be established without resulting in course conflict.
- Pet/animal issues.
- Public events.
- Personal days or social events, including weddings, graduations, reunions or birthdays.
- Student organization conferences or events, including fraternity/sorority events and club sports activities.
- Technology difficulties.
- Travel issues, including commuting, flight delays or scheduling issues.
- Vehicle difficulties (beyond vehicular accidents).
- Vacations.
- Visa issues.
- "White notes" from the Holzer Health Center or other medical care providers that only indicate that a student was present at a care facility.

Keep in mind the following regarding the absence validation process:

- Requests are denied if the student cannot provide documentation or if the absence is over **72 hours**.
- Only students who have received verified absences or health issue notifications from the Dean of Students Office can have missed tests or quizzes proctored by Academic Support Center.
- An absence verified by the Dean of Students does **NOT** mean your absence was recorded as excused by your instructor. Your instructor will decide whether or not your absence is excused based on the attendance policy for the course.