

CALIFORNIA STATE UNIVERSITY SAN MARCOS

*NOTICE OF ABSENCE FROM CLASS/CLASS ACCOMMODATION

Absence from class for any reason should be reported on this form. Absence from class for reasons other than illness or emergency requires prior permission from the Department Chair/Dean. Classes should be canceled only in exceptional circumstances. Every effort should be made to provide appropriate coverage for all classes, through alternative assignments, activities, and/or a substitute instructor. Informal voluntary substitution by a University colleague is permissible, but the chair/dean should be notified in advance. The department chair/dean must be notified in advance of the class accommodation.

Please complete the following information and submit this form to the Department Chair/Dean at least one week prior to the anticipated absence from class, or as soon thereafter as possible, if absence was due to illness or emergency. If the absence is due to illness, faculty need to complete a CSUSM Absence Report.

Name _____

Date(s) of Absence _____

Reason for Absence _____

Arrangement(s) for Class(es) Missed (Name of Substitute OR Alternative Assignments/Activities, if applicable).

DATE	CLASS	ACCOMMODATIONS

If more space is needed, please use an additional form

Signature _____ Date _____

Approved: Chair/Dean Signature _____ Date _____

**In cases of absence involving University-related travel, this form is not a substitute for the standard travel authorization form and must be submitted prior to absence.*