**Course Absence Validation Process**

To have an excuse validated, students are required to set-up an in-person meeting with the Dean of Students. For the meeting you will need to have the following information:

1. Student Name
2. Student ID Number
3. Date(s) Excused
4. Original Documentation (e.g., doctor’s note)

To set-up a meeting with the Dean of Students, please call 321.674.8080 or stop by 210 Denius Student Center to set up an appointment.

During the meeting, the Dean of Students will try to confirm your absence and excuse. Once the excuse has been confirmed, your instructors will receive an e-mail verification from the Dean of Students.

Based on this information, your instructor will decide whether or not your absence is considered excused.

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 two weeks prior to the request date.
- Only students who have received verified absences or health issue notifications from the Dean of Students 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.
- The Dean of Students Office does not verify absences for religious events, athletic, military, or any other school-related events. These absence notifications will come from the athletic department, ROTC, or personnel overseeing the event and should be issued in advance of the class date being missed.