Course Absence Validation Process

To have an excuse validated, students are required to email the Coordinator of Student Outreach and Support, McKenna Kempfer. The email address is mkempfer@fit.edu

In the email please include:

1. Student name
2. Student ID number
3. Date(s) excused
4. Original Documentation (e.g., doctor’s note)

Once this email has been received, your request to get an absence verified will be looked at. Once the excuse has been confirmed, your instructors will receive an e-mail verification from the Coordinator of Student Outreach and Support.

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.