



### **Course Absence Validation Process**

To have course absence documentation validated, students are required to email the Dean of Students Office. The email address is deanofstudents@fit.edu.

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 e-mail 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.

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.

We are unable to verify:

- Absences due to pet/animal issues
- White notes handed out by the Holzer Health Center, as those are just verification that you stepped into the building
- Absences related to travel and vacation
- Notes from parents