Florida Tech Course Absence Verification Policy

To request absence verification, email the Dean of Students Office within two weeks of the absence to deanofstudents@fit.edu. Only the registered student may submit the request; notes from family/others are not accepted. Include:
- Full Name
- Student ID
- Date(s) of absence
- Original documentation (e.g., doctor's note)

Once reviewed, the Dean of Students Office will notify your instructor if the absence is verified. Your instructor will determine how you will make up any missed work.

Valid Grounds for Verification
Please see the full list of grounds considered and not considered on the Dean of Students website: https://www.fit.edu/student-affairs/course-absence-verification-policy/

Typical acceptable reasons include (with documentation):
- Court appearances (subpoena, jury duty)
- Death or serious illness of an immediate family member
- Personal illness
- Required military service or unavoidable medical appointments
- Serious emergency or accident
- Severe weather conditions (per university determination)
- University-sponsored activities (e.g., athletics, performances, field trips, presentations)

Non-Qualifying Reasons *(verification will be denied)*
- Elective doctor/dentist appointments that could be scheduled outside class times
- Practice/conditioning, employment, personal events (vacations, birthdays, weddings)
- Social events, club meetings, animal/pet issues, and interviews
- Travel issues without a documented emergency
- Routine technology problems
- Medical "white notes" indicating only facility visit, not absence justification

Important Notes
- Documentation is required, and requests or absences longer than 72 hours without proper documentation may be denied.
- A verified absence does not automatically mean your instructor will mark it excused for grading or attendance points; that is at the instructor's discretion.
- Only students with verified absences can use the Student Success & Support Center for proctored make-ups for tests/quizzes.