

Requirements for *all* requests for an excused absence based on illness

All requests must be in written form, *never* email or voice mail, and submitted *personally* to the instructor or course Graduate Teaching Assistant. If the request is approved, the student will be notified by email.

Multiple absences from a course due to illness might result in the instructor determining that insufficient in-class time has taken place and the student can, therefore, either withdraw from the course or face the results of multiple absences as stated in the course syllabus.

A separate request must be made for each non-successive class period missed.

Requests for every excused absence due to illness must include all of the following in order for them to be considered:

1. Name of Student
2. Student ID number
3. Student's email address
4. Date of class period(s) for which the student wishes to be excused
5. Nature of the illness, symptoms, and the nature of the care the student pursued
6. Attachment of any original documentation proving the student visited a doctor, nurse, pharmacy, or health center if there was more than self-care
7. Student's plans to get missed class notes from another student
8. Written certification on the request stated exactly as follows: "Under penalty of punishment for academic misconduct as defined by the University of Kansas, I declare that my signature on this request certifies that my statements on this request are true, correct, and complete."
9. Student's signature