Is this the Correct Form?

If absence is not related to College sponsored activity, please use the other form.

Please write clearly. Notification cannot be sent when information is incorrect, incomplete, or illegible.

College Sponsored Activity:  

Describe: ____________________________________________________________________________________________________

Verification Information

Contact information for CofC faculty/staff/advisor who can verify this absence is related to a College sponsored activity:

Faculty/Staff/Advisor Name: ________________________________________________  CofC Department: _____________________________________________

Phone Number: (_______) _________-_________________   CofC Email: __________________________________@cofc.edu

Your Name: _____________________________________________       SID #: __________________________________________

(If you don’t remember - MyCharleston can help.)

Phone Number: (_______) _________-_________________   CofC Email: __________________________________@cofc.edu

After reading 1 – 4 below, please initial each statement.

1.______ I understand that I must request that the faculty/staff/advisor who can verify that this absence is related to a College sponsored activity sends verification documentation to the AMO which includes my name, dates of absence, and College sponsored activity. I further understand that an absence memo might not be sent to my professors until said documentation is received.

2.______ You must communicate with your professor(s) immediately upon missing class or learning you will/intend to be absent from class to discuss the professor’s consideration regarding authorizing the absence, assigned class work and/or make-up work.

3.______ The Absence Memo Office is not authorized to excuse any class absence. The only individual who may authorize an excused absence is the professor of each respective course.

4.______ Absence notification is sent by e-mail to professors of all of your enrolled courses; and is sent as soon as reasonably possible (one to three business days unless precluded by unusual circumstances).

Please circle or write in information below as appropriate.

Academic Status:  Bridge Program  STEP  Impact Student  Probation  Warning  Not Applicable

Semester/Type:  Fall  Spring  Express I  Express II  Online  

Maymester  May Evening  Summer Evening  Summer Day I  Summer Day II

Date(s) of Absence: __________________ _____________ _____________ _____________ _____________

Missed Class(es):

By signing this document, I am authorizing the Absence Memo Office (AMO) to send absence notice to my professor(s). The information I have given above is true. I understand that intentionally misrepresenting my absence and/or falsifying support documentation is a violation of the Honor Code and may result in 1.) notice to my faculty and/or the Dean of Students’ Office of suspected intentional misrepresentation and/or 2.) disciplinary action.

Please know that the AMO is one instrument of many in support of students successfully reaching academic achievement; thus, in some instances it may be necessary for the AMO to notify and/or involve other departments as a proactive intervention tool to assist students who are experiencing academic disruption. These departments may include, but are not limited to, the Office of the Dean of Students, Center for Academic Performance and Persistence, Office of Equal Opportunity Program, Title IX Coordinator, Center for Disability Services, etc. Please be aware that all matters discussed and any information collected are kept confidential to the extent reasonably possible and permitted by law.

Signature of Student: ___________________________________________  Date: __________________

Absence Memo: Lightsey Center, Suite 101  (O) 843.953.3390  (F) 843.953.2290  AbsenceMemo@cofc.edu