

COLUMBIA UNIVERSITY INTERCOLLEGIATE ATHLETICS

ACADEMIC ABSENCE NOTIFICATION FORM

For CC, GS, and Barnard Courses

Student-athletes represent the University at a variety of tournaments and contests. It is University policy that, if these athletic events coincide with scheduled classes and/or exams, student-athletes may request advanced permission to make up missed work or take exams at another time or location. Student-athletes may only request such accommodation with the approval of their team Head Coach and their adviser in the Center for Student Advising (for CC) or the Dean of Students Office (for GS) or the Dean of Studies Office (for Barnard). Having received such permission, student athletes will provide instructors this form on which instructors may detail arrangements for making up missed work or exams. The student-athlete must complete this as soon as the team's relevant schedule is established. Student-athletes will then submit the form to their adviser. The undergraduate schools ask that instructors approve reasonable accommodations requested by student athletes representing their teams. Instructors who have questions or concerns should contact the student's adviser listed below.

Student Name and UNI: _____

Class: FY__SO__JR__SR__ School: BC__CC__GS__

Advising Dean: _____ UNI: _____ Phone: 212-_____

Course Name & #: _____

Instructor: _____ TA (if relevant): _____

Course Days and Time: _____ Course number & section: _____

Varsity Team: _____

CONTEST:	DEPARTURE DATE & TIME:	RETURN DATE & TIME:

Head Coach Name: _____ E-mail: _____

Head Coach Signature: _____ Date: _____

Advising/Asst. Dean Signature: _____ Date: _____

Arrangement and/or deadline for completing missed work (**discussed and agreed upon with instructor of record**):

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____