

ABSENCE EXPLANATION FORM

**INCOMPLETE FORMS WILL NOT BE PROCESSED!
ALL ITEMS WITH AN (*) ARE REQUIRED FOR DISTRIBUTION.**

1. * NAME:		4. *SEMESTER: <input type="checkbox"/> FA <input type="checkbox"/> WI <input type="checkbox"/> SU YEAR: 20__		
2. * MAJOR:		5. Do you have documentation supporting your absence? <input type="checkbox"/> Yes <input type="checkbox"/> No		
3. * STUDENT ID#:		Documentation may also be faxed to: 313-664-7649 ATTN:AARO-Absence Explanation Form All documentation must be accompanied by an Absence form to be processed.		
DO NOT USE YOUR SOCIAL SECURITY NUMBER				
6. NOT IN ATTENDANCE FOR THE FOLLOWING COURSES:				
*Date(s) of Absence	*Course Code/No/Sec	Course Title	*Instructor Name	Day/Time
Example: Oct. 7 – 14 th OR 10/7, 10/9, 10/14	DFN 118 C	3D Design Concepts	John Smith or J. Smith	T/TH 9-11:45
7. *Absence Explanation: (Please explain unless confidential)				

I understand that this form does not ensure an Excused Absence.
The final determination of whether an absence will be excused is left to the discretion of the instructor.
 An absence may be excused if there is a medical reason, family emergency, or extenuating circumstances beyond the student's control, provided the proper documentation is submitted (i.e., Dr.'s note, Obituary, Note from Personal Counselors, Jury Duty forms or other official dated documents). **Students seeking an excused absence must submit their documentation to the Academic Advising and Registration Office within two weeks of missed class(es).** See the CCS Attendance Policy for complete details.

*Student Signature: X _____ *Date: _____

This form will be distributed to: Individual Instructors listed above and Department Major-Administrators.

The original form/documentation received will remain on file in the AARO.

You may submit this form electronically to Janine Surma, Registration Specialist at jsurma@collegeforcreativestudies.edu

Return this form to:
 Registration Specialist
 Academic Advising & Registration Office
 College for Creative Studies
 201 East Kirby Street, Detroit, MI 48202
 Phone: (313) 664-7674
 Fax: (313) 664- 7649