

Instructional Time Make-Up

Any class time missed will be made up/covered by one or a combination of the methods listed below. This form should be completed as soon as possible upon your return to classes. This process will be in effect anytime an instructor misses a class. Examples would be sickness, away for conferences, adverse weather, other emergencies, etc. Submit the completed form to your Dean.

Course Information: _____
(Course Prefix, Number, Name, Section)

Date(s) class missed: _____

Reason class was missed: _____

Total amount of class time missed: Hours _____ Minutes _____

Class time will be made up by one or a combination of methods listed below (please check those that apply):

(Name of Substitute)

Extending class time each class meeting
for _____ minutes.

Holding class at other than regularly scheduled
time: _____
(Date(s)/Time of Meeting)

Giving assignments equivalent to the time missed. Please describe the assignment:

Other. Please describe: _____

(Print Instructor's Name)

(Date)