

## Southwestern Community College 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/Director.

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):

\_\_\_\_\_ Class was covered by \_\_\_\_\_  
(Name of Substitute)

\_\_\_\_\_ Extending class time each class meeting for \_\_\_\_\_ minutes.

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

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Other. Please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Instructor's Signature)

\_\_\_\_\_  
(Date)