

# BELHAVEN UNIVERSITY

## WORK RELATED ATTENDANCE WAIVER REQUEST

Students may request an attendance waiver due to employment circumstances that will cause the student to miss over 20% of a course.

The student must complete the form, obtain employer verification, get the instructor's signature and return the form to the Director of Student Services prior to the beginning of the affected course. If an unexpected work related absence occurs, the student must complete the request and submit it prior to the next class meeting for the absence to be recorded as a work waiver. A grade of F will be posted for students who fail to submit the attendance waiver within the time allowed and have two absences recorded for a course. A student may have only one waiver for any course and a maximum of three waivers while at Belhaven. The waiver must be approved by the Director or Assistant Director of Student Services taking into consideration the attendance policy as stated in the Belhaven Catalogue. The student will be notified of approval or denial of this request prior to the date requested for non-attendance.

It is the student's responsibility to check with Student Financial Planning to determine payment and student loan implications.

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### Student Information

Student's Name \_\_\_\_\_ SS# \_\_\_\_\_ Belhaven ID# \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_  
Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Date for Non-Attendance \_\_\_\_\_  
Reason for Absence \_\_\_\_\_  
Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand and agree to the conditions required by the instructor.

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### Employer Verification

Employer \_\_\_\_\_ Business Phone \_\_\_\_\_  
Business Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name/Title of Supervisor \_\_\_\_\_ Supervisor Phone Number \_\_\_\_\_  
Signature of Supervisor \_\_\_\_\_

I concur with the above listed date of non-attendance and reason(s) for absences regarding my employee.

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### Faculty Agreement

Instructor's Name \_\_\_\_\_ Phone Number(s) \_\_\_\_\_  
Description of Make-Up Work \_\_\_\_\_  
Instructor Comments \_\_\_\_\_  
Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor must submit description of make-up work for course completion to Director of Student Services.

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### COSS/DOSS

DOSS Signature \_\_\_\_\_ Date \_\_\_\_\_ Please circle: Approved Denied

Checklist: \_\_\_\_\_ Copies of make-up work for completion on file  
\_\_\_\_\_ Request form complete (all information and signatures)  
\_\_\_\_\_ Number of WW taken by student  
\_\_\_\_\_ Copy of approved/denied request sent to student  
\_\_\_\_\_ Copy of approved/denied request sent to instructor  
\_\_\_\_\_ Copy of approved/denied request sent to Student Services AA for attendance tracking

## How to process request

- Student responsibilities:
  - Student obtains request form from Belhaven website
  - Student completes form and submits completed form to Student Services prior to start date for affected course
  - Exception: Student with unexpected absence must submit completed form prior to next class meeting after the absence occurred
  - Student must contact Student Financial Planning for info regarding effects of absence on financial aid
- Instructor responsibilities:
  - Instructor completes Faculty Agreement portion of request and returns form to student
  - Instructor gives copy of make-up work to Director of Student Services
- DOSS/Asst. DOSS responsibilities:
  - Review request – return to student if info lacking or process if request is complete
  - If form is complete – SS completes checklist at bottom of request
  - Enter note on PowerCampus after student actually misses the class for WW (WW- w/date of WW; i.e. WW-5/31/05) Enter on Workflow/Student/Notes tab.
  - Maintain file of original waiver requests
  - WW is posted only if form has been submitted
    - A (Absent) is posted if no form submitted – increases importance of student providing form immediately for unexpected absences if student already has one absence in the course
    - Student may contact SS that form is on the way; however, if form not submitted by deadline, A (Absent) is posted and possible excessive absence action taken
  - Monitor attendance for max of two absences for student (including WW absence)
  - Process Excessive Absence if applicable
    - If WW form is not submitted within specified time periods
    - If student is absent more than twice and one is WW