



BELLARMINE UNIVERSITY  
IN VERITATIS AMORE

## Student Absentee Notification Form

The purpose of this form is to assist students in communicating with faculty about class absences related to university-sponsored events. This letter verifies that the named student will be absent from class on the listed date and time. It is the responsibility of the student to arrange for any missed labs, quizzes, examinations, etc in advance of the absence.

Completion of this form is the responsibility of the student. The student must submit the form to the class instructor **a week prior** to requested absence.

Students who miss an exam for university-sponsored events are allowed to take a make-up test in the Student Success Center (SSC). The date and time at which students will take a test is decided by the professor teaching the course. Professors and students need to be aware of space constraints. Students must schedule the appointment **five days before the test** via the online signup: <https://www.bellarmino.edu/studentsuccess/testing-center/>. Testing in the SSC is available Monday through Friday (when classes are in session) beginning at 8:30 AM and all exams must be completed by 5 PM on these designated days. Appointments are given on a first-come, first-served basis.

To(Faculty member) \_\_\_\_\_

From(Faculty sponsor) \_\_\_\_\_

Sponsor's Signature \_\_\_\_\_

Sponsor's email \_\_\_\_\_

Sponsor's phone number \_\_\_\_\_

### Student absence due to university-sponsored event

Student's name \_\_\_\_\_

University event \_\_\_\_\_

Name of class \_\_\_\_\_

Date and time of class \_\_\_\_\_

Missed assignments/tests/quizzes:

\_\_\_\_\_

Plan/Deadline to make-up work:

\_\_\_\_\_