

**COLUMBIA UNIVERSITY INTERCOLLEGIATE ATHLETICS
ACADEMIC ABSENCE NOTIFICATION FORM**

It is Columbia University policy that student-athletes who miss classes and/or exams as a result of representing the University at an approved athletics contest may be permitted to make up the work and/or take the exam at another time or location. To be accommodated in this way, students must first gain the approval of the team Head Coach as well as the Department of Intercollegiate Athletics and Physical Education before presenting the approved form to instructors as soon as the relevant team's schedule is established.

Instructors who have questions or concerns regarding the athletic commitments of any enrolled students may contact Jacqueline Blackett, Senior Associate Athletics Director, at jpb3@columbia.edu.

Students submit completed form to Jacqueline Blackett, Senior Associate Athletics Director, 433 Dodge Physical Fitness Center

Student Name: _____ Class: FY___SO___JR___SR___

Advising Dean: _____ UNI: _____ School: BC___CC___EN___GS___

Class Name: _____

Instructor: _____ TA (if relevant): _____

Class Days and Time: _____ Course number & section: _____

Athletics Contest: _____ Varsity Team: _____

Date & Time: _____ Location: _____

If away from campus:

Departure date & time: _____ Return date & time: _____

If student will miss more than one class or exam, please provide additional information below:

Head Coach Name: _____ E-mail: _____

Head Coach Signature: _____ Date: _____

Approved by Jacqueline P. Blackett, Senior Associate Athletics Director:

Signature: _____ Date: _____

Arrangement and deadline for completing missed work (to be discussed and agreed with instructor of record):

Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____