

To: Senate Council

From: J.Mazur, co-chair SREC

Re: Request from SREC for Senate Council to Develop and Post a Form for Verification of Excused Absence for an Interview Post-Graduation Professional Opportunities. (See Draft below).

Date: 09/09/17

Original Request: May 5, 2017

This request is for Senate Council to develop a verification form that followed from an SREC Interpretation for SR 5.2.5.2 Excused Absence Rule (SREC 4/4/17).

“Appropriate verification may include evidence that the student had little or no control over the date and time of the interview and that the student is not able to reschedule the interview to a non-conflicting time reasonably close to the originally scheduled time.”

SREC minutes from the 4/4/17 meeting also included a request to Senate Council to develop and post a form on the US website that could be used for verification of the excused absence. The matter was taken up at that 4/4/17 meeting and student and other SC members had feedback on changes. These were incorporated into the form below. With no student SC members at the May 5<sup>th</sup> meeting, Chair McCormick asked the matter deferred until Fall 2017, when students could be included in the discussion/vote.

---

### Verification of Scheduled Appointment for a Post-Graduation Professional Opportunities

Note: This verification is due to your Instructor TWO weeks prior to the scheduled interview.

Name of Student	Date & Time of Interview Date:                      Time:
Location of Interview	Purpose: (Note Professional School, etc)
Note Course Conflicts	
My signature below affirms that this interview could not be rescheduled to another time that would not conflict with required course attendance, testing or other mandated activities.	
Date:	Student Signature: