



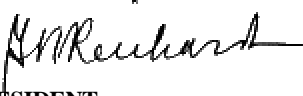
## CALIFORNIA STATE UNIVERSITY, LONG BEACH

---

### OFFICE OF ACADEMIC AFFAIRS

AUGUST 16, 2001

**TO:** DEPARTMENT CHAIRS

**FROM:** GARY W. REICHARD   
ASSOCIATE VICE PRESIDENT  
FOR ACADEMIC PERSONNEL, PLANNING AND ASSESSMENT

**SUBJECT:** ABSENCE FROM CLASS/ CLASS CANCELLATION FORM

This is a reminder that a faculty member's absence from class for any reason is to be reported to the Department Chair. Absence from class for reasons other than illness or emergency requires prior permission from the Chair. Informal voluntary substitution by a University colleague is permissible, but the Chair should be notified in advance. Classes should be canceled only in exceptional circumstances, and normally appropriate alternative assignments/ activities should be provided.

Faculty members must report any absence from class on the *Notice of Absence from Class/ Class Cancellation* form (copy on reverse side). Please notify all faculty in your department of this requirement, and ensure that copies of the form are available in the Department office.

Thanks for your help in this matter.

c: Deans  
Associate Deans