

ASYNCHRONOUS STUDENT NOTIFICATION FORM - FALL 2020

Online course instruction will remain in place through the Fall 2020 quarter for the protection of the campus community. Students are expected to attend academic courses synchronous to their course schedule. The challenge of class schedules during this time may require students to notify instructors of asynchronous learning needs throughout the quarter. Students that cannot attend class during the scheduled time/date must complete all assignments, projects, and tests by the posted due date in the course syllabi.

Students must complete and submit this form at least one week in advance if it is due to a scheduled event (i.e. surgery) or because of a drastic time zone difference to allow faculty to meet with the student to come up with a plan of action for the quarter. In the event of an emergency then the faculty will make that consideration on a case by case basis.

Complete and submit to course instructor

ASYNCHRONOUS
NOTIFICATION

Course Title: _____

Course Day and Time: _____

Reason for request: _____

Dates Needed for
Asynchronous
Instruction: _____

Complete with current contact information

CONTACT
INFORMATION

Name: _____ Student ID: _____

Phone Number: _____

Student Email: _____