

Adjunct Absence

Southern Connecticut State University Mathematics Department

Last minute class cancellations should be called into the main office at 203-392-5576.

Employee's Name: _____

Course(s): MAT _____

Course(s) TimeDays: _____

Please indicate date(s) for each absence and reason

Coverage: I have coverage Please attempt to get coverage No coverage needed

If applicable, please provide instructions for substitute

To be completed by the employee and forwarded to Aaron Clark, adjunct coordinator at clarka23@southernct.edu and math@southernct.edu.