STUDENT ABSENCES

Excused absences from class or examinations are the prerogative of each professor. It is expected that students attend every class. In cases where extenuating circumstances exist, such as illness, students should notify the professor prior to an examination and follow up to make arrangements for a make-up exam. Students should make personal contact with faculty members concerning absences and take initiative to obtain missed notes and materials as soon as possible.

Documentation and Notification:
The Dean of Students does not excuse student absences. Students who wish to document their absences should notify the Dean of Students as soon as they become aware of the necessary absence. Information and documentation given to the Dean of Students will be kept for later reference as needed and is not considered confidential unless a written request for confidentiality is submitted with the documentation.

The Dean of Students provides notification to the student’s professors when informed that a student will miss or has missed more than a week [5 days] of classes for an emergency situation such as a death in the family or an illness.

This notification lets faculty know that the student has contacted the Dean and the absence appears to be legitimate. The student is expected to contact professors individually to make up missed coursework. The Health Center will provide medical documentation only if a student has been treated in the Health Center. Students whose absence is due to medical problems treated by off-campus physicians should submit medical documentation to the Dean of Students to keep on record and to the University Health Center for later reference as needed.

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