September 2013

To: All Students
From: Office of the Dean of Students
Re: Helpful Guidelines Concerning the University Absence Policy

- In general, students are expected to attend all classes and scheduled examinations, tests, projects, etc., and to otherwise comply with specific attendance requirements set forth in the syllabus for each class. Except in cases where students have a right to be excused under the University’s ‘Released Time’ policy (see Undergraduate Catalog), or where the student is required by the University to otherwise not attend class, it is within the sole discretion of the professor whether to excuse a student’s absence.

- Students are expected to contact the professor in a timely fashion and as quickly as possible to advise of an intended absence. Students **should not** contact the Dean of Students office or the academic dean because they will be missing class. Students should work directly with their professors about the absence.

- The Health Center does not give “notes” or “written verifications” for missing class. If a professor feels it is imperative to seek verification in order to decide whether or not to excuse a student from class, a student needs to provide a written release before any information is provided to a professor.

- If a student is out for more than three (3) consecutive days for illness or family emergency, the student should contact the Office of the Dean of Students. Students will be reminded that all issues related to missed class time or course work must be resolved between the student and the professor.

- Any student who has a death in his/her family is asked to notify the Office of the Dean of Students with that information. The Office of the Dean of Students will gather relevant information related to the death and notify Campus Ministry.

- The Student Absence Policy can be found on p. 32 in the [Student Handbook](#).

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Dean of Students