September 2014

To: Faculty and Staff
From: Office of the Dean of Students
Re: Absence Policy

The complete undergraduate Student Absence Policy can be found on p. 32 in the Student Handbook. Below are some general expectations within the policy.

- 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. Professors should attempt to resolve the request to be excused directly with the student, without resorting to seeking verification of the reason for the absence from any third party (e.g., deans’ office, Student Health Center, medical provider). If a professor feels it is imperative to seek verification in order to decide whether or not to excuse a student, the terms of the ‘Class Attendance’ policy set forth in the Student Handbook should be referred to and followed. The decision whether to excuse a student still remains with the professor. A student needs to provide a written release before any information is provided to a professor and the decision to excuse will still remain with the 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. The Office of the Dean of Students will facilitate the flow and confirmation of information to appropriate offices, including the Academic Dean’s office for the student involved.

- 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. If an academic dean’s office is informed about a death in the student’s family, that office is asked to fill out the Information Form for Death Notification and send it to the Office of the Dean of Students. This form can be found on the Dean of Students website.

Karen Donoghue, MA
Dean of Students