



To: All Undergraduate and Part-Time Students

From: William H. Johnson, PhD, 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 faculty whether to excuse a student's absence.

Students are expected to contact faculty in a timely fashion and as quickly as possible to advise of an intended absence. Students **should not** contact the Office of the Dean of Students or their respective academic dean's office because they will be missing class. Students should communicate directly with their faculty about an absence.

The Student Health Center and Counseling & Psychological Services does not give "notes" or "written verification" for missing class. If a faculty member 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 the faculty.

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 coursework 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 experiencing a personal or family emergency (e.g., a death) is asked to notify the Office of the Dean of Students. The Office of the Dean of Students will gather relevant information and notify appropriate University offices or personnel.

Additional information on class attendance and absences from class can be found online.