


**PROFESSOR NOTIFICATION:
PROCEDURES FOR EXTENDED STUDENT ABSENCES (2 weeks or longer)**

Situations arise during the school year when a student will be absent from the university. This information will help you determine how to best respond to your students.

Absences for **Less than 2 Weeks**



Students experiencing **temporary illnesses (< two weeks)** are responsible for contacting their course instructors themselves.

Absences for **2 Weeks or More**



➡ **Students with PERSONAL Medical Emergencies**

Students experiencing medical emergencies leading to **extended absences (= 2 weeks or longer)** from the university should contact **Accessibility Resources**. That office will collect information from the student, document the reason for the absence, and contact the student's instructors upon determining that the absence is valid. (It is the responsibility of the student to provide documentation.)

The information provided by **Accessibility Resources** does not mandate any action on behalf of the course instructor. Students may still contact individual instructors, but instructors are encouraged to have students contact **Accessibility Resources** for these situations.

Students must follow up with their individual course instructors as soon as they can do so, to discuss their status in each individual class and clarify if successful course completion is possible, given the extended absence, or if other options should be considered.

Examples of when to contact Accessibility Resources:

- Medical emergencies, such as surgeries or major illnesses requiring hospitalization or extended absences from the university.

Examples of when NOT to contact Accessibility Resources:

- Regularly scheduled medical appointments, short-term illnesses not requiring medical treatment.

➡ **Students with FAMILY Emergencies**

Students experiencing family crises and emergencies that are not related to a medical emergency involving the student, and which lead or may lead to **extended absences (= 2 weeks or longer)** from the university, should contact the **Office of Student Affairs**. This office will collect information from the student, attempt to determine the veracity of the excuse, and notify that student's instructors. It is the responsibility of the student to provide documentation to professors, upon request. The information provided by **Student Affairs** does not mandate any action on behalf of the course instructor. The information provided by Student Affairs will allow the course instructor to know that the absence is legitimate.

Examples of when to contact Student Affairs:

- Family emergencies or crises, such as family-related medical emergencies or a death in the family, when these will or may lead to extended absences (**2 weeks or longer**) from the university.

Examples of when NOT to contact Student Affairs:

- Family vacations or other non-emergency family-related events.