



**STUDENT CLASS ABSENCES
FREQUENTLY ASKED QUESTIONS
INFORMATION FOR FACULTY**

Is there a University-wide policy about class absences?

No. Each professor should check with his/her department for guidance and to determine if the department has a policy. Beyond that each professor sets the policy for each class as he/she determines is best.

What is the role of the Dean of Students Office?

As a courtesy to professors and to students, we will notify professors about student absences upon the request of a student IF the following criteria are met:

1. The student provides appropriate documentation to support the reason for the absence.
2. The absence is for three (3) consecutive days or more.
3. The request is made within two (2) weeks of the absence.

The notification is for informational purpose only. Students receive a copy of the notification sent to the professors. The full policy is available here - <http://www.shu.edu/offices/policies-procedures/class-absence.cfm>.

Do I have to excuse a student's absence if I receive a notice from the Dean of Students Office?

No! The notice is for informational purposes only. It is always the prerogative of the professor as to how to treat any absence.

Does the Dean of Students Office verify a student's absence?

We require supporting documentation. If the documentation is lacking or suspect in some way, we may require additional information.

Any advice for professors in setting an absence policy?

You know your class and subject matter, and what you expect from your students. It's best to set a policy that reflects this and supports the learning outcomes that you've articulated for your course. You should inform your students of the policy through the syllabus and reminders as needed. Students do better when they know what to expect and when you are consistent in applying your policy.

What if a student misses only one day of class?

It is the prerogative of the professor as to how to treat any absence. The Dean of Students Office will only provide notice for absences of three consecutive days or more, with appropriate documentation.

Should I notify the Dean of Students if a student is absent?

No. It is the student's responsibility to contact the Dean's Office. However, if the absence is connected to a concern you have for the student, please make a referral to the Behavioral Information Team (BIT). More information about BIT is available here - <http://www.shu.edu/offices/student-life/bit-standard.cfm>.

What if a student is absent for a test or a major assignment?

It is the prerogative of the professor as to how to treat any absence or missed work.

What if I have other questions?

Please always feel free to call the Dean of Students Office – we want to help and support you in any way that we can.