



STUDENT CLASS ABSENCES FREQUENTLY ASKED QUESTIONS INFORMATION FOR STUDENTS

Is there a University-wide policy about class absences?

No. Each professor is free to set the policy that he/she determines is best for the class. The professor knows the class and subject matter best and what his/her expectations are for students. This is what informs the absence policy for each class.

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>.

Since the notice is informational only, the student should speak directly with the professor as to any work missed and if/how the work may be made up.

Does a professor have to excuse a student's absence if he/she receives 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.

Doesn't a professor have to excuse me if I'm sick?

No! A professor has to follow the policy he/she establishes for the class. College classes are designed to be completed within a 15-week semester, and grades reflect your ability to complete a certain amount of work in that time period. If you miss too much time, as determined by the professor of the class, then your grade will suffer, which may include failing the course. In the event that you have missed too much time, you may need to consider a medical withdrawal from the semester. Information about that can be found here - <http://www.shu.edu/offices/policies-procedures/registrar-withdrawal-information.cfm>.

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.

What if a student misses only one day of class?

The student should speak directly to the professor. 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.

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.

Any other advice for students?

Class attendance has a direct correlation to grades. Students who attend class do better than students who don't. Know your professor's absence policy; it's usually printed clearly in the syllabus. Class absences are not "freebies." There are consequences to missing class – you may miss important lecture material, you may miss helpful information about an upcoming test or assignment, and your grade may suffer.