Faculty Notification Protocol

Purpose
In some instances, students may be referred to the Office of the Dean of Students to document an absence from classes for legitimate reasons. This optional service offered by the Office of the Dean of Students supports students in their re-entry back to campus while also supporting those faculty working with them.

Scope
This protocol should not be viewed or treated as a replacement to the Student Institutional Excuses or the Military Institutional Excuse policies. Faculty Notifications do not serve as excused absences from any instructional setting. Responsibility rests with the student to communicate with each faculty member.

Circumstances
At times, students may be pulled away from campus for extenuating circumstances. When these situations occur, the student (or family member in rare cases) can submit the Faculty Notification Request form. There are three circumstances where the Office of the Dean of Students will send a notification:

- **Inpatient hospitalization.** Dates for notification will only span the length of hospitalization.

- **Death in the student’s immediate family.** For the purposes of this protocol immediate family is defined as: parent, grandparent, child, or sibling. The student must be able to demonstrate the relationship through supplied documentation. Dates for notification will only include the day before, of, and after funeral/memorial arrangements.

- **Significant personal crisis.** A significant personal crisis may include, but is not limited to, being the party in a Title IX case, death of a roommate, or being the victim of a crime. Sole discretion rests with the Dean of Students for approvals of significant personal crisis.

Student Role
The responsibility of notifying and working with faculty rests with the student. Students should contact their faculty in advance of absences to notify them and request adjustments to deadlines, work, etc. This process serves as a confirmation of the student’s reasons. Due to documentation requirements, this process is also typically reactive in nature.
Process
Once a student submits the Faculty Notification Request Form, supplies all appropriate documentation, and the request is determined to be in compliance with this protocol, the Dean of Students or designee will contact the student’s faculty members. Sole discretion rests with the faculty members on any adjustments to deadlines. Submission of a request does not imply or guarantee the approval of said request.