## Navigating Absences Decision Tree Academic Year 2024-2025

#### **STUDENTS**

First, talk to your instructors. It may be that the absence falls within their attendance expectations or they are able to meet your needs.

Consult the <a href="help guide">help guide</a> for talking to faculty about absences.

If the instructor is able to work with

you, no further

action is needed.

If the instructor is unable to work with you, consider:

Consulting the
Student
Institutional
Excuse Policy
to determine
whether your
absence
qualifies for an
excused
absence.

Contacting
Disability
Resources
if you
believe
your
absence
may be
related to a
disability.

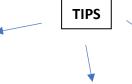
Contacting the Lumberjack CARE
Center to learn about potential resources and support, including the Need to miss a class? resource page.

It is important to remember that, for a variety of reasons, an approved or excused absence may not be feasible and thus may result in natural academic outcomes, such as missed points or a lowered grade. Instructors and students are encouraged to have realistic conversations about the ability to succeed in the course. If it does not seem that you can successfully complete the class, talk to your instructor and/or academic advisor about enrollment options, deadlines, implications, and next steps.

#### **INSTRUCTORS**

- 1. Provide clear guidelines on syllabus regarding attendance and absence expectations and how students should contact you with questions or requests. Educate students on the course design elements that rely on regular attendance to foster learning.
- 2. It may be important to ask questions to clarify or learn more, but it's equally important to approach these conversations with trust.

Do not request or accept medical documentation or other health records from a student—this can be a violation of patient rights and privacy.



Review the Faculty Resources section on the <u>Need to miss a class?</u> page.

Communicate realistically about the academic impact of missed work or absences. Discuss the student's ability to succeed in the course. Refer the student to their academic advisor for guidance.

#### **Types of Absences**

# Common situations not covered by university processes

There are common situations, such as illnesses, court dates, that might warrant an excused absence but are not eligible for formal university processes. In such cases, instructors are expected to directly respond to and manage these requests. If a student contacts you

and manage these requests. If
a student contacts you
regarding an absence, you are
encouraged to discuss it directly
with them to determine what is
feasible in your course. As
always, faculty make these
determinations based on the
course, the student's
attendance and performance,
the nature and timing of the
absence, or other factors
deemed relevant by faculty.

### Absences covered by Institutional Excuse

A Student <u>Institutional Excuse</u> (IE) may be granted to a student who participates in academic, research, extra- or co-curricular, athletic, religious, or military service activities or because of anticipated acute medical or bereavement circumstances. Faculty are required to offer students an excuse from otherwise required academic activities when a valid IE is approved by the appropriate administrative official and presented to faculty within prescribed timelines.

Even if the absence may be eligible for an IE, it is not required. You and the student may reach an agreeable outcome without an IE.

# Absences supported by other university offices

Please immediately consult with or refer situations you believe are related to Disability Resources, Equity and Access, or Title IX or Sexual Misconduct (including pregnancy). If you're not certain, err on the side of referring to the most relevant department for assessment or to the Dean of Students if you're still unsure which department is best. In the meantime, a formal excuse is not required for you to allow absences. You may reach an agreeable outcome directly with the student when feasible.