

Office of the Dean of Students

**Faculty Notification Request Guidelines**

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.

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 deliver an official letter to the student who then will deliver this notice to their faculty members. Sole discretion rests with the faculty members on any adjustments to deadlines. Faculty Notifications do not serve as excused absences from any instructional setting. Responsibility rests with the student to communicate with each faculty member.

This practice should not be viewed or treated as a replacement to the [Student Institutional Excuses](#) or the [Military Institutional Excuse](#) policies.

Notification Categories	Dates	Acceptable Documentation	Unacceptable Documentation
<b>Inpatient hospital stays and surgeries</b>	Length of stay and any restrictions as outlined on medical documentation	Discharge papers specifying admittance, discharge, and any restrictions	Doctor’s notes not specifying length of hospitalization or restrictions post-surgery
<b>Concussions</b>	Concussion related restrictions	Doctors’ notes and documentation stating required restrictions related to concussive symptoms	Doctor’s notes not specifying concussion or concussion related requirements
<b>Death in immediate family</b>  (Parent, Grandparent, Spouse/partner, Sibling)	ODOS will provide faculty with the verified date of family member’s death. Communication about impact of death on academic deadlines is responsibility of student and any modifications are at the discretion of the faculty.	Obituary or Funeral/Memorial bulletin/Death certificate	Case by case basis
<b>Significant personal event</b>  (Including but not limited to: family crises, involvement in Title IX cases, subpoenaed court appearances)	The dates impacted by the crisis	Police report, order of protection, statement of support from an NAU Office, court orders/subpoenas, medical documentation, etc.	Case by case basis
<b>COVID-19 Quarantine or Isolation</b>	Faculty will be provided the verified date of positive COVID-19 test or first date of verified quarantine recommendation.	Medical or official letter/email stating date of COVID positive test or recommendation for quarantine based on exposure.	No documentation, or documentation without specific date of test or start of quarantine period.
<b>Examples of Events that DO NOT qualify</b>			
<ul style="list-style-type: none"> <li>• Emergency room/clinic visits where the student is not admitted to the hospital. Outpatient surgery requiring no restrictions</li> <li>• Doctor’s Office/Clinic visits diagnosing colds, migraines, other illnesses not requiring inpatient stay</li> <li>• Traffic jams, car trouble, or inability to find parking</li> <li>• Absences related to weather</li> <li>• Late requests: <b>This occurs when the form is submitted more than two weeks after the last day of the absence/incident.</b></li> </ul>			