

Procedure for Academic Notification for Class Absences

This procedure is for all undergraduate students that must be absent from classes and/or away from campus due to an extenuating circumstance and/or personal emergency and may need notification sent to their faculty.

ACADEMIC NOTIFICATION

The notifications sent are generic and discreet language to describe the reason for the absence(s). Notifications are sent to the Office of the Associate Provost for Undergraduate Studies. The Associate Provost for Undergraduate Students notifies the student's faculty.

It is important to note that Academic Notifications do not excuse absences or replace the attendance policy listed on the course syllabus unless attendance modifications are currently in place before the absences have occurred through the Office of Accessibility Services. It is also the instructor's discretion to excuse coursework, even with the academic notification, it is vital for students to follow up with their professors to arrange to make up classwork and assignments.

Reasons for a notification include and are not limited to:

- Death of a loved one
- Personal medical issues
- Legal obligations
- Military obligations

Finally, students may contact their professors on their own. If a student chooses this option, the Student Support & Outreach team **cannot verify** your absences with the Office of the Associate Provost for Undergraduate Studies if they inquire.

REQUESTING AN ACADEMIC NOTIFICATION

- Complete the [Academic Notification Request Form](#).
- Processing time is 1-2 business days.
- Requests are not processed outside regular business hours, College closures, or semester breaks.

RETURNING TO CAMPUS AND CLASSES FROM A PERSONAL MEDICAL EMERGENCY

If a student requested an Academic Notification due to a personal medical emergency, to be cleared to return to classes and campus by SS+O, students must:

- Complete the Ready to Return paperwork and submit it to the Dean of Students & Associate Vice President for Student Affairs (deanofstudents@goucher.edu).
- Meet with the SS+O team member to review the Return to Campus paperwork and help the student with needed campus and/or community resources.

Finally, if a student fails to complete the Return to Campus process, the Student Support & Outreach team **cannot verify your clearance to return to classes and/or campus** with the Office of the Associate Provost for Undergraduate Studies if they inquire.

ALL RETURNS BACK TO CLASSES AND CAMPUS

- Students should do the following when returning to classes and campus:
- Schedule a meeting with OAS to review or modify their accommodations if applicable.
- Email their professors to schedule an appointment as soon as possible (see Sample Email below).
- Share relevant documentation to verify dates if the Associate Provost for Undergraduate Studies has not previously contacted professors if applicable. Note that professors may ask for dates and general reasons for the absence but should not ask for details of a student's medical condition.
- Students may use discrete language such as medical reasons and ongoing health needs.
- Utilize their professor's office hours to discuss missed coursework and create a Plan of Action (see Plan of Action below).
- Follow up regularly with their professors until all the work has been completed. Contact ACE to receive additional academic support if needed.

A student with a chronic or ongoing medical issue that caused the absences should have contacted the Director of OAS to set up an Attendance Modification Agreement at the beginning of the semester.

Sample Email to Professors

Subject: Absences from class

Dear Professor (Insert name of the professor),

I am writing to share with you that I have not attended your class (Insert course name) on the following dates (Insert dates) due to an unexpected emergency. I am sorry that I have missed class; however, the situation was unexpected. What day and time are you available to meet this week to discuss missed work and a possible action plan?

Thank you in advance for your time and consideration.

I look forward to talking to you at your earliest convenience.

Sincerely,

(Insert your name)

Plan of Action

A Plan of Action should be discussed by students with each of their faculty.

Student's First and Last Name: _____

Professor's Name: _____

Course Name and Number: _____

Number of absences: _____

The professor will enforce the attendance policy that appears in the syllabus: Yes / No (circle one)

The professor will make a modification to the attendance policy that appears in the syllabus: Yes / No (circle one). Explain modification:

Missed assignments (list all): _____

Plan to make up assignments. Specify new deadlines and other stipulations:

Students should contact the Associate Provost for Undergraduate Studies if they have questions regarding the academic Plan of Action.