Guidelines for Undergraduate Student Absence (Updated November 29, 2018)

* Students are expected to contact instructors directly in advance, if possible, of any absence.
* For half-day or 1-day absence due to an illness, students should contact their instructors directly in advance, if possible. The instructors may require official documentation for approval of missed test or written work. Students may also notify their academic advisors to discuss potential academic policies and procedures that need consideration.
* If a student will be out for 2 or more consecutive instructional days, s/he should obtain official documentation from either Campus Health Services/Counseling and Psychological Services or from an external health care provider. The Campus Health Services/Counseling and Psychological Services can provide recommendations based on the student’s condition, and notify the Dean of Undergraduate Studies or his/her designee who can then coordinate with the student’s instructors and academic advisor to support the student.
	+ If a student visits an external health care provider, and the diagnosis or the recommendation is in Chinese, the Campus Health Services/Counseling and Psychological Services can review the information and notify the Dean of UG Studies or his/her designee, who will then coordinate with the students’ instructors and academic advisor.
* Faculty are encouraged to reach out to students who miss two or more classes consecutively to check in. Example: “I am writing to see how you are as you have missed a couple of classes.”

Class attendance and Missed Work (revised)\*

Responsibility for class attendance rests with individual students, and since regular and punctual class attendance is expected, students must accept the consequences of failure to attend. Instructors should first reach out to their students. If in their opinion, the student absence is excessive, instructors may contact the student’s academic advisor and/or Office of Undergraduate Advising.

Missed work associated with absence from class is accommodated in two circumstances: 1) illness or other extraordinary personal circumstance, and 2) religious observance. Missed work associated with any other absence is not covered by this policy. In course where a defined number of absences is permitted, students should make judicious use of them and save them for unavoidable circumstances. Students are encouraged to discuss any absence, planned or unexpected, with their instructor to determine whether accommodation is possible. The nature of the accommodation, if any, is to be determined by the faculty member in accordance with their attendance policy as outlined in the course syllabus.

\*DKU Undergraduate Bulletin: Academic Procedures and Information