

Absence from Class due to Emergencies Policy

Policy Number	STU-002
Effective Date	
Responsible Office/Person	Office of Student Affairs
Related Policies	
Additional History	This policy updates STU-002 from December 17, 2007

I. POLICY STATEMENT

As adults, students are expected to communicate directly with their faculty when a crisis or illness prevents them from attending class. When circumstances make a student unable to do this, and when the absence will be for three (3) or more consecutive classes, the University offers assistance through the Office of Student Affairs. Anyone that becomes aware of a student needing this support is asked to contact the Office of Student Affairs directly and as soon as is possible.

II. PURPOSE

UMass Dartmouth does not have a university-wide attendance policy. Class attendance rules and handling of absences are matters to be resolved between individual faculty members and students. As a result, the Office of Student Affairs can assist a student with communicating with faculty when the student is unable to do so directly.

III. DEFINITIONS

Student Affairs staff members do not write “excuses” for routine class absences, nor does any other office/person on campus. The Office of Student Affairs will, however, notify faculty members by email in cases of hospitalization, accidents, family emergencies, and lengthy illnesses (usually when students will need to miss three (3) consecutive classes or more. Students who find it necessary to be absent for short periods of time (i.e., fewer than three (3) consecutive classes) should personally contact their faculty members regarding their absence in advance if possible, but as soon as they are able.

IV. PROCEDURES

When a student will miss three (3) or more consecutive classes, s/he (or a family member) should provide the Office of Student Affairs the following information:

- Name,
- Student Identification Number,
- Email address,
- Dates/anticipated duration of absence,
- Reason for absences (formal documentation of illness, hospitalization, family emergency, etc.).

Additionally, the Office of Student Affairs will need to know:

- If the student is employed on campus, does the student want a campus employer to be notified?
- If the student lives in the residence halls, does the student want the Housing & Residential Education staff be notified?

V. RESPONSIBILITY

Questions, concerns and/or information to be shared should be directed to the Student Affairs Office at 508-999-8640.

VI. ATTACHMENTS

None

Approved: _____

Dr. Robert E. Johnson, Chancellor

Date: _____

2/27/18