

Student Extended Absence SA-43-06-1

The Dean of Students Office will notify instructors of an extended student absence. If a student is unable to attend classes for more than two days due to an illness, family death or other emergency, the Dean of Students Office will send written notification of the absence to the student's instructors when this service is requested by the student.

The Dean of Students Office does not verify or excuse absences. If an instructor requests verification of an absence, the Dean of Students Office will make copies of any verification provided by the student.

The Dean of Students Office will also assist students in looking at options available when a student is facing an extended absence from class or experiencing difficulty with any aspect of their campus life.

Contact the Dean of Students Office (Room SS 2000) at (920) 465-2152.

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