

Attendance and Absences

Section 5.410 of the CUW Faculty Handbook permits each course's faculty to set their attendance policies. These must be clearly communicated to students through the course's student syllabus.

In addition to any course-specific criteria, students must notify both the course coordinator(s) and the Director of Student & Alumni Affairs (or his/her designee) of the upcoming absence or, when specifically not possible, within 24 hours of the absence. Students must complete the Request for an Excused Absence form to initiate the process for requesting an excused absence.

The following types of absences are considered "excused" absences:

1. **Illness/injury of students:** Verified illness or hospitalization
2. **Health (immediate family):** Immediate family includes student's spouse, parents, legal guardian, siblings, children, grandparents, father/mother-in-law, son/daughter-in-law, or grandchild. Students' absences due to care of immediate family members with terminal or acute illness or scheduled surgery may be excused. Students will not receive excused absence for missed class or examination because child/dependent care is not available.
3. **Death in the immediate family:** Immediate family members (as listed above). Allowance of absences for the funeral of an immediate family member may be excused. The specifics of the situation will determine the length of the excused absence. Students should discuss their situation with the Director of Student & Alumni Affairs.
4. **Short term military:** Deployment for two consecutive days or less may be considered excused. Note: longer deployment should be handled through a leave of absence request.
5. **Jury duty or subpoena for court appearance**
6. **Religious Holidays:** Students wishing to request consideration of a religious holiday as an excused absence from didactic (classroom/laboratory) coursework must submit request within 7 business days of the first day of class.
7. **Professional Interviews and Professional Meetings:** If an interview, students may be asked to submit documentation from the organization he/she will be interviewing with to have this absence excused. For professional meetings, students may be required to provide documentation of faculty/advisor support or sponsorship.
8. **Other circumstances:** Examples of other circumstances may include, but are not limited to: serious illness of extended family members, accidents, attending funerals of friends or extended family members, etc. All of these absences will need to be approved by the course coordinators on a case-by-case basis. A request should be filled out, and supporting documentation may be required.
9. **Private or Confidential circumstances:** Students may contact the Director of Student & Alumni Affairs and/or the Associate Dean for Academic Affairs directly by email to request an excused absence for private or confidential matters. All of these absences may be approved by the Director of Student & Alumni Affairs and/or the Associate Dean for Academic Affairs on a case-by-case basis.

The student who seeks an excused absence will be asked to submit acceptable documentation, as necessary.

Make-up Work and Examinations

In the event of an excused absence, the format of the work to be made up will be left to the discretion of the instructor. Make up exams are given at the discretion of the instructor. In the event a make-up exam is given, the instructor or their designee must proctor the exam.

Process for Requesting an Excused Absence

An excused absence will be granted only for the reasons stated above in the Attendance and Absences policy. All excused absences may require documentation of the reason for the absence for the absence to be considered excused. To request an excused absence:

1. Prior to the absence, students must complete the Request for an Excused Absence form (<https://kydon.cuw.edu/CUWSOPAbsenceForm.cfm>).
 - a. If the student is unable to complete the form prior to the absence, due to the circumstances of the absence, the form must be completed within 24 hours of the return from the absence.
2. Upon submission of the Request for an Excused Absence form, the Course Coordinator(s), Associate Dean for Academic Affairs and Director of Student & Alumni Affairs will be notified of the absence.
3. Students who seek an excused absence will be asked to submit acceptable documentation, as necessary, to the Director of Student & Alumni Affairs, Kristy Sprung, at Kristine.sprung@cuw.edu.
4. Once documentation is submitted, the student and course coordinator will be notified if documentation is sufficient for an excused absence.
5. Students and course coordinators will be contacted within 24 hours of submission documentation, when possible.
6. If the Director of Student & Alumni Affairs determines that the documentation is insufficient for an excused absence, or if the Director of Student & Alumni Affairs doesn't receive documentation within two business days of the absence, the student and course coordinator(s) will be notified that the absence is unexcused, unless otherwise determined by the course coordinator(s).
7. Extreme extenuating circumstances may allow for deviation from the regular absence process as deemed necessary by the Director of Student & Alumni Affairs, in consultation with the Associate Dean for Academic Affairs.