

## EXCUSED ABSENCES

Please carefully read the procedure below.

- **Your attendance is expected at every class, lab, or stage.**
- Student absences may be excused **under certain circumstances**, with **the appropriate justification documents**.
  - Illness or other medical circumstances (medical documentation is required).
  - Religious holidays or observances.
  - College-sponsored or authorized activities (e.g., athletic competitions, field trips).
  - Other reasons specifically approved by the teacher, the Dean of Faculty and Academic Affairs or the Dean of Student Services.
- An absence will only be excused **if you miss an evaluation**, and if you **have proper documentation** attesting to your absence. Proper documentation can include:
  - A medical note.
  - An obituary or notice of death.
  - An official letter from an athletic organization/competition.
- You must send a **MIO** to **Kelsey Cassin** at the Office of the Dean of Faculty and Academic Affairs with your **documentation attached**.
- You must provide your justification document **as soon as you have it**.
- **We do not give excused absences for vacations, trips, or travel.**
- The last day of the semester is the last day of the final exam period. The final exam schedule can sometimes change, and **we recommend that you wait until the final exam period is over to book your trips**. You will not be given an excused absence during the final exam period if you booked a trip.
- **If your absence is excused**
  - You have the right to receive a **make-up evaluation**. You need to **contact your teacher** to reschedule a new time and date.
  - Whether or not your absence is excused, **you remain responsible for the missed material**.
  - Please do not write an email to your teacher asking them to provide you with a summary of what you missed. They are not responsible to re-teach materials, and while they can help you catch up, the responsibility remains with **you to seek the information**, and if needed, approach them with specific questions.
- It is your responsibility to familiarize yourself with our policies, as specified in the [IPESA](#) (section 5.5), and course outlines since attendance policies may vary by class. The IPESA can be found in OmnivoX/Registered Students/Absence Procedure.