

WHAT QUALIFIES AS AN EMERGENCY/PROFESSOR NOTIFICATION?

When should students contact our office?

EMERGENCY NOTIFICATIONS

Are only sent out when the student...

Is Hospitalized/Not Responsive



A student may sometimes have an emergency or are not responsive. In this scenario, our office is typically advised by a community member to notify us of the student's emergency.

What can I do to help?

If you become aware of the emergency, submit a CARE Report to our office. You can also directly work with the student and provide flexibility on their attendance/assignments upon their return.

PROFESSOR NOTIFICATIONS

Are only sent out when the student...

Is absent for over **7 days** due to medical circumstances



This does not necessarily mean a student is excused from the class, but it is meant for the professor to be notified of the situation. Instructors are encouraged to work with the student to offer flexibility.

What can I do to help?

Instructors should only refer students to us **only if the student is absent for more than 7 days.** To help the student, we recommend instructors to work with them to be flexible in their assignments/attendance.

THE DEAN OF STUDENTS OFFICE CANNOT REQUIRE FACULTY TO EXCUSE ABSENCES OR GRANT ASSIGNMENT EXTENSIONS

Each instructor has the authority to make decisions about student absences and how an absence will affect students' grades. The Dean of Students Office is unable to require faculty to excuse absences or grant make-up work. However, the Dean of Students Office staff encourage faculty to keep in mind that students who utilize the emergency notification service are typically recovering from a crisis and benefit from appropriate consideration.

Learn More

