

Date: February 8, 2006
To: All Students
From: Academic Advising
Subject: Absence from Class

Students should use the following procedure for notifying their professors when they know in advance that they will be absent from class. At Gettysburg College it is the students' obligation to let their professors know in advance, if possible, when they are going to be absent. Students who plan to be absent should first consult the course syllabus to determine if it includes established procedures for dealing with absences. If it does, students should follow the syllabus procedures. If the syllabus does not contain such established procedures, the students should talk before their absence to the professors in person if at all possible. If not, a telephone call to the professor is recommended. If students cannot talk to the professors in person or over the telephone, they can send a note through campus mail or an e-mail message. (You can through CNAV on your "Courses This Semester" page access an alias address—"Mail to Group"-- for all your current faculty members and your advisor and then send one message that goes to all of them.) There is no such thing as an "officially excused" absence from a class at Gettysburg. Whenever students are absent, they need to notify the professors why they are absent and work out the details of making up any missed work. In some cases, missed work may not be able to be made up.

Professors will want to know at least the following information. Students should be prepared to provide it orally or include it in any written message.

1. The dates of anticipated absences.
2. The reason or reasons for absence. Here, if it is a medical matter, students can simply say for a doctor's appointment, tests, etc. They don't have to tell the details of the illness. If the faculty member requests verification that you were treated at Health Services, you may give permission to the staff of Health Services to release information that you were treated and when.
3. Students should make it clear that they understand that they are responsible to make up any missed work.
4. Students should ask the professor to let them know if he/she has any questions about the absence(s) or any instructions to give about making up the missed work.
5. Students should include in any written or e-mail message their campus box #, telephone number, and e-mail address.

Academic Advising notifies faculty of certain categories of student absences if they are asked to do so by the Health and Counseling Services, parents, or students themselves. (Such notification should be limited to absences where the student is unable to notify the faculty directly.) Health Services does not write notes for students but will contact Academic Advising about student visits or certain diagnoses at a student's request. These notifications are not to be construed as "official excuses" sanctioned by Academic Advising; individual faculty are far better suited to assess the legitimacy of students' explanations for absence than is the Academic Advising office. Academic Advising does not notify faculty of sports or college related absences.

From the office of . . .

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