The following guidelines might aid in addressing student class absences. They were developed in consultation with the Faculty Senate Executive Committee. It is recommended these guidelines be used in the event of exceptional, unforeseeable short-term circumstances such as widespread illness, significant injuries, death of an immediate family member, and alerts posted on the OSU Emergency Alert web page [http://alert.oregonstate.edu/](http://alert.oregonstate.edu/).

Students are responsible for reporting absences to instructors as soon as possible. Be sure to inform your students of your preferred means of contact.

1. Students should not be penalized under course attendance policies when an absence is due to significant illness or other unforeseeable circumstances such as those named above.
2. Faculty are encouraged to offer reasonable compensatory experiences to ensure that students’ academic progress in the course will not be unduly compromised. These might include extending deadlines, allowing make-up exams, or recalculting the weighting of scores from other course assignments or exams, to name a few. The Center for Teaching, Learning and Assessment is available to consult with faculty about options for designing compensatory experiences [737-2804; ctl@oregonstate.edu](mailto:ctl@oregonstate.edu). It is up to the instructor to determine what constitutes a reasonable compensatory experience in a given course.
3. Student Health Services and the Office of the Dean of Student Life do not provide medical or other documentation for short-term student absences.
4. Include a statement about these guidelines in future syllabi.

The Office of the Dean of Student Life [737-8748 option 3](tel:737-8748) is available to consult with faculty who have questions about the guidelines.


- Instructors will make the decision whether to excuse an absence.
- Whether the absence is excused or unexcused, the student is responsible for making up all work that is missed.
- A written excuse from a doctor does not obligate an instructor to excuse an absence; university policy states that individual instructors will determine whether an absence will be excused.
- In the event of widespread illness, the University’s absence policy will not change but the University will release recommendations to encourage instructors to be as flexible as possible when working with students who are ill to ensure that their academic progress will not be unduly compromised.
- Students who have family emergencies are responsible for notifying instructors of the situation.
- Questions regarding students called to active military duty should be directed to the Office of the Registrar.
- Student Jury Duty Service: Oregon State University supports students’ civic and legal responsibilities if called to serve on a jury while enrolled at OSU. See guidelines at [http://oregonstate.edu/registrar/student-jury-duty-service](http://oregonstate.edu/registrar/student-jury-duty-service)
- Religious Observations: The University will grant students’ reasonable requests for religious accommodations where doing so does not conflict with reasonably necessary University goals. Students seeking religious accommodations for certain class absences may contact the Office of Equity and Inclusion.

For more information about the academic regulation governing attendance visit [http://catalog.oregonstate.edu/ChapterDetail.aspx?key=75#Section2882](http://catalog.oregonstate.edu/ChapterDetail.aspx?key=75#Section2882)

Every student is responsible for knowing the academic regulations and for observing the procedures that govern his or her relations with Oregon State University. Unless otherwise specified, these regulations apply to both undergraduate and graduate students.

Any question regarding these regulations that cannot be answered by a student's academic advisor should be referred directly to the Office of the Registrar (102 Kerr). Additional information regarding Graduate School policies should be addressed to the Office of the Graduate Dean (A300 Kerr)

This publication can be made available in an accessible format upon request. Please call the Office of the Dean of Student Life at 541.737.8748