

Missing Class ~ Class Absences

Going to class is important, think of it as your job (that *YOU* are paying for). Attending class should be a priority! It is extremely important to attend each and every class, however there can be instances or circumstances where you may miss class. Here are some tips regarding class absences:

1. **Follow Policy:** Professors have the upmost discretion regarding attendance within their class! Read and follow the syllabus! There is also a general “Class Attendance Policy” (PRP 3506) that students should become familiar with, the policy can be found online at http://intranet.bloomu.edu/policies_procedures/3506.
2. **Medical or Health Issues:** Medical issues/concerns *may* be excused, the Student Health Center can assist students with an “EMI” or Extended Medical Illness, but if you have an extended illness/issues/concerns you may not be able to successfully complete a course. Unfortunately, there is no such thing as a “medical leave”, if you need to leave the University due to a medical or health matter you may need to complete a withdraw.
3. **Other Extenuating Circumstances:** You may experience an extenuating circumstance such as: death or critical illness in the immediate family, participation in a university-sponsored activity, participation in a short-term, obligatory military or military reserve activity, observation of a religious holiday, or civic and legal mandatory obligations. In these situations, you should always communicate with your professor, provide any necessary documentation, and you need to complete your work in a timely manner and follow all the guidelines set by your professor.
4. **Withdraw:** In any situation listed above, you may get to a point in which you may not be able to make up your work/class, so you may need to withdraw from a class or perhaps even the semester. This can be a difficult decision to make, so be sure to look in to all of your options and make the best decision for the situation. Remember withdraws could impact current and future final status, but failing will negatively impact your overall GPA.
5. **Incomplete:** In very limited circumstances a student may be granted an “I” or incomplete for a class. This means that a student as a period of time after the final date of a semester to complete course work. This may not be a realistic option in some classes and a professor is not required to grant an incomplete. Incompletes can sometimes feel like MORE work and can be even MORE difficult because a lot of the time you must complete the work independently!

Guideline Steps:

1. Contact all your professors and inform them of your situation and what that means for attendance moving forward.
2. Ask each professor if they are able to excuse your absence, and if there is any documentation you need to provide to them.
3. Ask each professor if it is possible for you to make up the work you have missed and if it will be possible to make up work you may miss in the future.
4. Contact the Bloomsburg university health center and ask them if it will be possible for you to obtain and EMI (Extended medical Illness). To do this call 570-389-3800 and they will be able to assist when you explain your situation.

5. Keep in contact with your professors and keep them informed with any updates you have.

In any situation, it would be a good idea to talk to your professor first, your advisor, or speak with a staff member from the Office of the Dean of Students. Overall, it is important to weigh all your options and do what is best for you, your health and well-being, your finances, and your GPA. The staff in the Office of the Dean of Students is happy to discuss your options and help you. Call to make an appointment as soon as you think you may be in a situation where you will be missing extended periods of class! We can help, but WE CANNOT FIX A SITUATION for you.