



## Excused Absence from Class Tip Sheet

### You've missed a class due to illness, injury, or some other emergency

There may be a time when illness or some other emergency keeps you from attending a class or a test/exam. Whenever possible, it is best to alert the professor and your academic advisor before the absence occurs with an explanation and a proposed time to discuss the situation and determine what steps might be taken to recover from the absence.

Regarding class absences, the Northeastern catalog states:

#### **Other Absences**

Unforeseen events or circumstances, including illness, accident, catastrophic event such as fire, and bereavement, may cause a student to be absent from class. If such events occur, students should notify their academic advisor and instructors as soon as possible in order to apprise them of the circumstances leading to their absence, as well as how much time will be missed. Students should work with their instructors to develop a plan, with a timetable, to make up missed course work.

Students may be asked to provide documentation that the class absence is warranted. Faculty and students should note that the University Health and Counseling Service does not provide sick notes or medical excuses except for long-term illness.\* One approach to documentation of short-term illness is that students themselves draft and sign absence notes to be provided to their instructors upon their return to class, with integrity in this process an expectation of the Northeastern Academic Integrity Policy. Instructors are expected to make reasonable accommodations for warranted class absences, including administration of makeup assignments and exams, whenever possible. (*Northeastern Catalog, page 23*)

\*Long-term illness refers to students who are approved for Medical Leaves of Absence. Information and procedures for obtaining a [Medical Leave of Absence](#) is available from University Health and Counseling Services (UHCS).

When contacting your professor about your absence, you can one of these use this [sample communication](#).

If, after contacting the professor in writing about your absence, the professor asks for 'substantiation' of the illness/emergency and you do not have documentation, please contact We Care for assistance at [wecare@northeastern.edu](mailto:wecare@northeastern.edu) or 617.373.4384.

Last updated: 2/9/2018