Excused Absence: Flu and other Medical, Personal or Family Emergencies

Students are expected to notify their instructor by e-mail and/or phone message if they are absent for a medical reason. Students anticipating or encountering an extended absence due to medical, personal or family emergencies should contact the Office of the Dean, Student Development (Keith McLellan, ext 2202 or Grace Twedt, ext 2237). The Dean will take reasonable steps to verify the veracity of the emergency and will notify the student's instructors requesting their accommodation of an excused absence. It is the instructors' prerogative of whether or not to provide accommodation. The absence notification guidelines from the college catalog (Page 72 -Attendance) are as follows:

Absence due to a verified illness may be accepted as an excused absence for a limited period of time. Students are expected to notify their instructor by e-mail and/or phone message if they are absent for a medical reason.

Students are expected to make appointments for medical and dental treatments at times other than when classes are scheduled.

Students anticipating or encountering extended absences due to medical, personal or family emergencies should contact the Dean, Educational Programs-Student Development, Room SS-120, ext. 2237. Catalog 2009-10.

In cases where a student has contacted the Office Dean, Educational Programs-Student Development, and Dean Keith McLellan has made reasonable effort to verify the veracity of the extended absence, instructors will receive an e-mail from Keith McLellan (mclellan@sbcc.edu) requesting consideration for accommodation of the absence. Your consideration of each student's request is subject to your assessment of the student’s prior attendance history, academic progress to date, and potential for satisfactorily completing your course following their return to class. If you believe that an extended absence cannot be accommodated, please notify Dean McLellan so that his office may confer with the student to discuss their options for withdrawal and re-enrollment in a subsequent semester. **P.S. Family vacations and reunions are not considered personal or family emergencies by the Dean of Student Development.**

Source: Fall 2009 Memo from Keith McLellan, Dean, Student Development.