RE: Requests for excused absences

University policy states that it is up to the individual professor whether to excuse an absence, reschedule an exam, extend a deadline, etc.; as such, the Dean of Students Office does not excuse absences. In some cases, a professor will ask the Dean of Students Office for assistance in confirming a student’s circumstances, which we do by collecting and reviewing documentation from the student and then providing a recommendation to the professor for consideration. However, we only get involved when the student’s situation is sensitive and the documentation we are collecting is confidential.

The Dean of Students staff will consider requests for an excused absence in the following situations; in these situations we will request supporting documentation to aid our review.

- Medical situation with a documented illness/diagnosis
- Personal or family emergency

Dean of Students staff will not consider requests for an excused absence in the following situations:

- Medical situation without a documented illness/diagnosis (notes from a medical provider confirming only that the student was seen on a particular day are not sufficient)
- Retroactive requests (when the absence occurred more than a week earlier)
- Attendance conflicts related to a personal or family obligation (since these are not confidential, they can be considered by the professor without Dean of Students staff involvement)
- If a student has tested positive for COVID-19 or is feeling symptomatic, the student should email contacttracingteam@chapman.edu for appropriate guidance and next steps.

The Dean of Students Office staff encourages all students to work directly with their professors regarding any absences, as it is ultimately up to the professor’s discretion to make any accommodations.