**Guidelines for Undergraduate Student Absence (Updated August 1, 2024)**

* Students are expected to contact instructors directly in advance, if possible, of any absence. Except under extenuating circumstances (e.g., the student is incapacitated), instructors must be notified prior to the start of the class meeting; absences are not accommodated retroactively.
* Half-day or 1-day absences due to an illness are generally handled directly between student and instructor, although the instructor may require official documentation for approval of a missed quiz, test, presentation, or other in-class graded work.
* If a student will be out for 2 or more consecutive instructional days, they should obtain official documentation from either Campus Health Services/Counseling and Psychological Services or from an external health care provider. The Campus Health Services/Counseling and Psychological Services can provide recommendations based on the student’s condition and documentation, and notify the Dean of Academic Services or designee, who will then coordinate with the student’s instructors and academic advisor to support the student.
  + Longer periods of absences might necessitate a medical course withdrawal or medical leave of absence.
* Students with approved academic accommodations should refer to their Instructor Accommodation Letter. They should contact the Student Accessibility Services Office (SASO) at Duke Kunshan University with any questions or concerns.
* Faculty are encouraged to reach out to students who miss two or more classes consecutively to check in. Example: “I am writing to see how you are as you have missed a couple of classes.”

**Class attendance and Missed Work**\*

Responsibility for class attendance rests with individual students, and since regular and punctual class attendance is expected, students must accept the consequences of failure to attend. Instructors who are concerned about a student’s attendance should first reach out to the student. If in their opinion, the student absence is excessive, instructors may contact the student's academic advisor and/or the Office of Undergraduate Advising.

Missed work associated with absence from class is accommodated in two circumstances: 1) illness or other extraordinary personal circumstance, and 2) religious observance. Missed work associated with any other absence is not covered by this policy. In courses where a defined number of absences is permitted, students should make judicious use of them and save them for unavoidable circumstances. Students are encouraged to discuss any absence, planned or unexpected, with their instructor to determine whether accommodation is possible. The nature of the accommodation, if any, is to be determined by the faculty member in accordance with their attendance policy as outlined in the course syllabus. It should be noted that personal travel arrangements, including before or after school breaks, are not an excuse for missed work or class absences; students are advised to consult the syllabus when making such arrangements to avoid missing class or graded work. Except under extenuating circumstances (e.g., the student is incapacitated), faculty must be notified prior to the start of the class meeting; absences are not accommodated retroactively.

If a student will miss 2 or more consecutive instructional days due to illness, s/he should obtain official documentation from either Campus Health Services/Counseling and Psychological Services or from an external health care provider. The Campus Health Services/Counseling and Psychological Services will work with the Dean of Academic Services or designee to review the documentation and coordinate with the student’s instructors and academic advisor to support the student. Absences of a single day or less due to illness are generally handled directly between the student and faculty.

\*DKU Undergraduate Bulletin: Academic Procedures and Information