

Students with Attendance Concerns

The [Student Code Class Attendance Policy](#) guides handling excused absences which are determined by the instructor. Students with extended absences should contact the instructor and obtain an [absence letter](#) from the Connie Frank CARE Center in the Office of the Dean of Students.

We encourage the use of our [Irregular Attendance Form](#) to foster student success by ensuring timely, compassionate, and coordinated support when challenges arise. This form is designed to:

- **Promote student well-being and academic progress** by identifying patterns of irregular attendance early or low performance and responding with care.
- **Collaboratively design pathways for success:** Partner with students to reflect on their course performance and co-create individualized plans, offering guidance and support.
- **Encourage meaningful communication** between students, faculty, and the college to clarify expectations and address barriers to success.
- **Reconnect students** by helping students re-engage with their courses, peers, faculty, and campus resources so they feel a renewed sense of belonging in the learning environment.

When to submit? If a student has missed more than three consecutive course sessions or the student's attendance choices will impact their success in the course.

- *Please note it is not necessary to submit another form for the same student. If the attendance does not improve, we encourage you to submit the grade earned at the end of the term.*

What happens once I submit? Once you submit→ Our form builder system sends the FAA UAA office a copy (we also receive reports from other colleges for FAA students enrolled in non-FAA courses).

- If an FAA student → We add a copy to Ugradrecs + send the student a secure message.
- If non-FAA student → We add a copy to Ugradrecs + forward to student's home college

How is the student supported? Our staff monitor students' response to the initial email outreach within 1 week and are moved through these outreach efforts after conducting research about each student utilizing their academic history, advising notes, attributes, degree audit, etc.

- If not viewed after 1 week → Students receive a call and personalized email.
- If behavioral concerns are reported → Immediately shared and staff respond accordingly.
- If multiple reports for the same student → Staff connects and arranges for a meeting.
- If non-responsive after multiple attempts → Referred to campus resources to prompt follow up.

What are common approaches? Many students acknowledge their secure message and consult with our staff and/or connect directly with their academic advisor. Below are frequent practices used:

Course Enrollment: On occasion students may improperly cancel a course, forget they were enrolled or attend the wrong section.

- *Common Approaches:* Petition for Late Drop, Section Change Request, etc.

Physical Health Concern: Students may miss class due to illness, injury, or ongoing medical treatment.

- *Common Approaches:* Encourage communication with instructors, connect to McKinley Health Center, discuss course load adjustments or pursue Absence Letters through the Connie Care Frank Center.

Mental Health: Students may experience stress, anxiety, or other challenges affecting engagement.

- *Common Approaches:* Refer to our embedded Counselor or the Counseling Center, encourage wellness strategies, connect with Disability Resources & Educational Services (DRES) for accommodations, or contact the Emergency Dean and/or 911 if the student is experiencing emergency situations.

Bereavement: Students may need time away due to the loss of a loved one.

- *Common Approaches:* Communication with instructors of impending absence prior to leaving campus or shortly thereafter and referral to the Office of Dean of Students and the Counseling Center.

Academic Performance: Students may struggle with grades, participation, perfectionism, test anxiety or meeting expectations in coursework.

- *Common Approaches:* Tutoring referrals, study skills workshops, instructor office hours, Jefferies Center, Counseling Center, etc.

Time Management: Students may feel overwhelmed balancing coursework, rehearsals, studio time, and extracurricular commitments.

- *Common Approaches:* Referral to specific workshops or tools, discuss course load and strategies, referral to the Jefferies Center, Counseling Center, etc.

[Sample Course Policies & Attendance Resources](#)