EXCUSED ABSENCE FAQ

Who issues Excused Absences?

Undergraduate Academic Services (UAS) manages official Excused Absences for the Dean’s Office of the College of Arts and Sciences. Excused Absences may be issued for serious illnesses, deaths, short-term military service, and other medical purposes. Please note that for short-term absences (e.g., visits to Student Health for minor illnesses, or routine medical appointments), students should communicate directly with their faculty members. Prior to issuing an official Excused Absence, UAS reviews the catalog policy to determine a student’s eligibility:

http://academiccatalog.udel.edu/Pub_ShowCatalogPage.aspx?CATKEY=CATKEY_471

What type of documentation is required for an official Excused Absence?

Per the policy, UAS requires that students document their absence through an approved third party (e.g., a medical provider, clergy member, etc.) for each day of the student’s absence. The documentation must arrive to UAS on official letterhead or a prescription pad and must include the full name, telephone number, and location of the office from which it is received. We will also accept obituaries and funeral programs in the event of a death. Students may not provide documentation from friends, relatives, or other unofficial parties.

How are faculty members informed of Excused Absences?

Upon receipt of proper documentation, UAS issues notification of official Excused Absence via email to the instructors of all courses in which the student is enrolled. Students are encouraged to speak with their professors directly and promptly to make arrangements for missed assignments and exams. Students are also notified that the authority for excusing absences rests with each instructor, per his or her syllabus.

Are there guidelines on allowing make-up work and exams?

Please be aware that the catalog policy states that, “students are not to be penalized if absent from an examination, lecture, laboratory, or other activity because of an excused absence” and that “faculty are encouraged to provide opportunities, when feasible, for students to make up examinations and other work missed because of an excused absence.” If you have any questions or concerns about the Excused Absence process or about a message that you receive, please feel free to contact our office at (302) 831-3020.

What happens if students are absent for an extended period of time?

Students who are absent from courses for a week or more, or on a recurring basis, due to medical reasons, are encouraged to talk with an Advisor in UAS and/or a counselor in the Disability Support Services office. If you are aware of a student who is missing class on a long-term basis, please feel free to refer the student to our office. We would be happy to make an appointment with the student and discuss the student’s options.
Did you know: About our new Senior Checkout Format?

The College of Arts and Sciences has launched a new web-based format of the Senior Checkout document. The new checkout is sent to the student through UD Web Forms. Students are notified through Web Forms that their Checkout is ready for review, then asked to reply once they have reviewed the Checkout. Students’ assigned faculty advisors will automatically be copied on the checkouts, but no action is required on the part of the faculty member. We are excited about this format and welcome your feedback!

UPCOMING DATES

Fall 2012 Drop/Add Ended
September 11

Academic Penalty Deadline
October 23, 2012 (last day to withdraw or change to Audit & Pass/Fail)

Winter 2013 Registration Begins
October 29 for all students

Spring 2013 Registration Begins
November 15 (Seniors) through the first week of December (FR & CEND)

Last Day of Fall 2012 Classes
December 5

Fall 2012 Final Exams
December 7-14

Faculty Q & A

Faculty Question:
Is there any help for using UDSIS?

Answer:
You bet. Following these instructions for using the “what-if” report:
http://www.udel.edu/registrar/helpdocs/AdvisorWhatIf.pdf

Faculty Question:
Is there a way to easily determine what requirements would be met if a student changed her major?

Answer:
You bet. Following these instructions for using the “what-if” report:
http://www.udel.edu/registrar/helpdocs/AdvisorWhatIf.pdf

FALL 2012 ADVISING WORKSHOPS

New Faculty Advisor Workshops:
This workshop is intended for those who are new to faculty advising in the 2012-2013 academic year (or those who were new to faculty advising in the 2011-2012 academic year). These workshops will focus on the basics of Advisor Notes and UDSIS, online resources like the Catalog and the UAS web site, and understanding how UAS can support faculty advisors. New faculty advisors from any CAS departments are welcome to attend. Please RSVP to Nina Buchanan: j60@udel.edu.

Tuesday, October 23 at 2:00 PM in 104 Gore Hall
Friday, October 26 at 2:30 PM in 104 Gore Hall

Departmental Faculty Advising Workshops:
This academic year, the UAS staff is happy to introduce the following workshops, which will be offered by the UAS liaisons and delivered to each department at the convenience of the faculty:

Working with International Students
This session will review academic policies as they relate to the advisement of international students. The session will also address ways to best work with international students; provide information about cultural differences; and familiarize faculty with resources from around campus.

Understanding Academic Policies
This session will cover pertinent university-wide academic policies like excused absence, online course permissions, and registration deadlines. Additionally, we will discuss curricular issues like residency, duplicate credit, and more.

UAS & Campus-wide Resources
In this session, we will provide detailed information about the services that UAS provides to faculty and students. We will also provide information about other campus offices and the ways in which they can help students.

All sessions will be led for individual departments and can be arranged at the department’s convenience. If you are interested in having a UAS liaison lead one or more of these sessions this year, please contact your department’s director of undergraduate advising or your UAS liaison:
http://publish.cas.udel.edu/uas/faculty-resources/Pages/contacts.aspx

CAREER SERVICES FOR ARTS AND SCIENCES MAJORS

The Career Services Center (CSC) has launched a new web page tailored to the needs of College of Arts and Sciences students. The new web page (pictured left) offers students the ability to explore career-related topics by their area of study (Humanities, Natural Sciences, Social Sciences, and the Arts) and highlights current job and internship postings within those disciplines. This page will facilitate student exploration and provide students with the ability to connect with the Arts and Sciences Career Counselor. Please visit the new site: http://www.udel.edu/CSC/students/cas.html

CSC also sends career-related e-mail messages to all students on a regular basis. The messages invite students to participate in CSC events and are tailored to the career exploration activities that students should be focusing on during the current year (FR, SO, JR, SR).

GETTING TO KNOW... PAUL SULZER

Paul began working with UAS in 2010 as a graduate student, gaining valuable experience in producing Senior Checkouts, reviewing degree eligibility, and advising for NSO. For the 2011-2012 year, Paul took on a more active role in the office, assisting with walk-ins and assuming some more advanced duties. In June of 2012, we were happy to welcome Paul on full-time as a Coordinator. He earned his undergraduate degree in Cello Performance from Temple University and earned his Master’s degree in Counseling in Higher Education from UD in 2012. For the 2012-2013 academic year, Paul serves as a liaison to Asian Studies, Communication, European Studies, Psychology & Neuroscience, Philosophy, and Women & Gender Studies. In his free time, Paul competes in various distances of triathlon. When not training for races, Paul entertains his colleagues with his self-described “odd humor” and wishes he had a little more time for gardening, painting, and sailing.