

## What to do when you need to miss school, or leave the University

According to Policy *ACA-016 Class Attendance*, regular attendance in class is expected of all students at Kutztown University. Legitimate reasons for absence include, but are not limited to, death in the immediate family, documented illnesses, childbirth, and pregnancy (for as long as medically necessary); religious observance; academic field trips; participation in an approved performance or athletic event; military duties; direct participation in University disciplinary hearing; or jury duty.

- **Communicate:** If your instructor(s) does not indicate on their syllabus (or first day handout) a process or steps for notifying them in the event of a class absence, it is still your responsibility to contact your instructor(s) directly via email in advance of absence or immediately following your absence from class; it is recommended that you use the carbon copy (CC) function in your email to inform your academic advisor of your absence as well.
- **Have Proof:** When possible, and as appropriate, be prepared to obtain official documentation to support your absence from class/academic activities. This documentation may be requested as proof of your absence.
- **Medical/Hospitalization:** In the event of a medical emergency and/or hospitalization that prevents you from attending class, or being on campus for five (5) days or more, contact Health & Wellness/Clinical Services at 610-683-4082 or [health@kutztown.edu](mailto:health@kutztown.edu) (Beck Hall). You must still contact your instructor(s) directly regarding missed class work, exams, and projects.
- **Leaving School:** To request a Leave of Absence or Withdrawal from the University during the semester, contact the Registrar's Office at 610-683-4485 or [regoffice@kutztown.edu](mailto:regoffice@kutztown.edu) (115 Stratton Administration) or visit their webpage ([www.kutztown.edu/registrar](http://www.kutztown.edu/registrar)) for Leave of Absence/Withdrawal form.

*It is recommended that you consult with your academic advisor(s) and the Financial Aid Office at 610-683-4077 or [financialaid@kutztown.edu](mailto:financialaid@kutztown.edu) (209 Stratton Administration) prior to submitting a Leave of Absence/Withdrawal form to understand how this will affect your financial aid and your future enrollment in courses at KU.*

- **Military Leave:** For extended military leave of absence, notify your professors at least two weeks in advance or as far in advance as possible and provide a copy of your military orders or active duty memorandum. Contact Military and Veterans Services at 610-683-4228 or [veterans@kutztown.edu](mailto:veterans@kutztown.edu) (262 McFarland Student Union) for additional assistance.
- **Questions:** Questions about how to proceed should be directed to the Office of the Dean of Students at 610-683-1396 or [deanofstudents@kutztown.edu](mailto:deanofstudents@kutztown.edu) (119 Stratton Administration). Please note, the University does not provide notes for missing class.