

From: [All NDSU Employee list](#) on behalf of [Frazier, Emily](#)
To: NDSU-EMPLOYEE-OFFICIAL@LISTSERV.NODAK.EDU
Subject: Class Attendance Policy Update-CORRECTED LINK
Date: Monday, August 11, 2025 8:28:59 AM
Attachments: [image002.png](#)

Good Afternoon,

The [Class Attendance Policy](#) was officially updated in Spring Semester 2025. As always, regular attendance remains expected and important for academic success. The current policy expands the definition of excused absences, includes bereavement leave, and clarifies expectations for students, instructors, and faculty. The expansion of excused absences also requires students to work directly with the Dean of Students Office to verify information and work through their specific situations.

The Dean of Students Office will send formal [class absence notifications](#) for students who cannot notify their instructors due to an emergency and to provide confirmation of an excused absence. However, students are always prompted and encouraged to communicate personally with their instructors when they are able, as students are accountable for creating plans with their instructors and faculty for missed work. The absence of a formal notice does not signify that the information being provided by the student is inaccurate, it generally means that the student could communicate on their own behalf. The Dean of Students Office personnel will gladly partner with anyone who has concerns or questions about a student's absence. If you have a situation that feels unclear or seems to warrant additional information or verification, please do not hesitate to contact us at 701-231-7701.

Students have increasingly complex lives with competing responsibilities and unexpected circumstances that may warrant or require an absence that is not considered excused. Student absences may have unique dynamics and timeframes, requiring an individual approach rather than a standardized protocol to provide the best resolution. Whenever possible, please extend grace and understanding in such situations. While policy doesn't require opportunities to make-up missed work for these absences, it is extremely helpful to the continued success and retention of our students, when allowances are considered. It is also often simply the right thing to do. Most students will be honest about what is going on in their lives and will be grateful that an opportunity is being extended to them when they are already navigating a challenge.

Missing class due to common illnesses is inevitable at some point. Especially since 2020, we have experienced first-hand the importance of staying home when symptomatic, as to limit exposure to others. Student Health Service (SHS) routinely receives requests for class absence excuses, which they can provide, however, the illnesses students are typically presenting with are generally best cared for by rest and self-care at home. Requiring documentation for things such as sore throats, cold symptoms, or mild gastrointestinal illnesses is not only inconvenient for students, but will likely also incur an unnecessary cost. Furthermore, being seen for conditions that do not require treatment uses valuable appointment time for patients who do need treatment.

Thank you to the many instructors and faculty who already connect with our office regularly and work with students whenever possible. It can be a delicate balancing act at times, as we value both

student accountability and well-being. If you have questions now or in the future, please reach out so we can work together to support students who are dealing with situations impacting attendance and their continued success at NDSU.

Please know that this information will also be shared with our incoming and returning students at the beginning of the semester to work toward shared understanding and responsibility.

Sincerely,
Emily

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We collectively acknowledge that we gather at NDSU, a land grant institution, on the traditional lands of the Oceti Sakowin (Dakota, Lakota, Nakoda) and Anishinaabe Peoples in addition to many diverse Indigenous Peoples still connected to these lands. We honor with gratitude Mother Earth and the Indigenous Peoples who have walked with her throughout generations. We will continue to learn how to live in unity with Mother Earth and build strong, mutually beneficial, trusting relationships with Indigenous Peoples of our region.

