**Notification to Faculty Regarding Student Absence**

The notifying of instructors involving the absence of a student from class is the responsibility of the student. A student who is absent should notify instructors by phone, email, or in person as soon as possible.

If a student is physically or mentally incapacitated due to an illness or accident, a representative should contact the Provost’s Office (phone: 715-425-3700; email: provost@uwrf.edu) on the student’s behalf. The Provost’s Office will inform the Dean’s office responsible for that student’s major. The respective Dean’s office will notify instructors of the student’s absence.

**Student Responsibilities Following an Absence**

The student must contact the instructor as soon as he/she is able to do so. The student must also discuss with the instructor any arrangements the instructor might allow for make-up work, make-up exams, or possible assignment adjustments.

**Dean’s Responsibilities Following Notification of Student Absence**

The Dean’s office will assist students in looking at options available when a student is facing an extended absence from class or experiencing difficulty with any aspect of his/her campus life.