

# **JUDSON UNIVERSITY STUDENT ABSENCE**

## **COMMUNICATION PLAN**

### **Traditional Program**

**NOTE:** This does not mean the student absence is excused.

**FIELD TRIPS/FACULTY SCHEDULED EVENTS:** Upon approval from the Associate Provost of Academic Curriculum, communication via the Field Trip Notification Distribution List will be provided to faculty.

**GAMES:** Athletic Director or designee will contact all faculty members, Registrar, and Director of Retention.

**ILLNESS OR SCHEDULED HOSPITALIZATION:** The student is responsible to contact professors, advisor, and campus nurse.

**FAMILY EMERGENCY:** The student is responsible to contact the Coordinator of Student Services in the Student Life office. Coordinator of Student Life will contact student's professors, advisor, Registrar, Director of Retention, and coach (if applicable).

**EMERGENCY HOSPITALIZATION:** The student is responsible to contact the Campus Nurse (x2465). The campus nurse will contact the student's professors, advisor, Registrar, Director of Retention, Housing Director and coach (if applicable).

**MENTAL & EMOTIONAL HEALTH:** The student is responsible to contact the Counseling Center (x5051 or 5052) and the Director of Counseling will communicate with the campus nurse. The campus nurse would contact the student's professors, advisor, Registrar, Director of Retention, and coach (if applicable).

**SPECIAL ACCOMMODATIONS:** The student is responsible to make this request known to the ADA/504 Compliance Coordinator.

**REMOVAL FROM CLASS DUE TO POLICY:** The office enforcing the policy will need to email the student's professors, Vice President of Student Life, Associate Dean of Students, advisor, Registrar, Director of Retention, Housing Coordinator, campus nurse, and coach (if applicable).