

Missing Student Protocol

Students who miss a number of consecutive class sessions are often in some kind of serious academic and/or personal trouble. In light of this fact, the members of the advisory board for Academic Advising have prepared a protocol for identifying such students and intervening promptly. The advisory board strongly urges all faculty to adopt the practices outlined below:

- ◆ To assure that you and the Registrar's Office have accurate information about students in your courses, please update your rosters early in the semester, as per the instructions of the Registrar's Office.
- ◆ In the event that a student in your course has unexplained absences for a period of one week or more, you should do one or more of the following as the situation requires:
 - Contact the student in question by email or phone to ascertain his or her situation. If there is a problem, please contact the student's advisor and the Associate Dean for Academic Advising.
 - If you are unable to contact the student directly or prefer not to do so, please contact the student's academic advisor.
 - If you are unable to contact the student and/or advisor, contact the Associate Dean for Academic Advising who will work with the appropriate university personnel to locate the student, assess his or her situation, and determine appropriate action.
- ◆ In the event that you, in your capacity as an academic advisor, have been contacted about one of your advisees who has missed a week or more of class, you should do one or more of the following:
 - Contact the advisee in question by email or phone to ascertain his or her situation. If there is a problem and you feel comfortable doing so, please direct the student to the appropriate office or person on campus. If you do not feel comfortable doing so or you are uncertain about who the appropriate person is, please contact the Associate Dean for Academic Advising.
 - Contact the advisee's other professors to ascertain whether the absenteeism is occurring in more than one course.
 - If you are unable to contact the advisee or the advisee's professors, contact the Associate Dean for Academic Advising who will work with the appropriate university personnel to locate the student, assess his or her situation, and determine appropriate action.