FACULTY CLASS ABSENCE DECISION TREE START HERE This is an Unexpected A student contacts you to discuss an This is a **Planned Absence** Absence absence See 2.0 in the Class See 3.0 in the Class **Absence Operating** Absence Procedure for Procedure for more After the absence Before the more information information occurred absence occurred Did the student The student provides their request Retroactive documentation to Counselling Accommodation? Services for review and Is the absence for an event Counselling Services substantiates the request for sanctioned by Fleming College? accommodations Does the professor require supporting documentation to verify the dates of the absence? This is a **Sanctioned** Absence is Absence. See 1.0 in the approved at the Class Absence Operating discretion of the Procedure for more professor information Absence is approved at the discretion of the professor Absence is Does the student deem the approved at the supporting documentation to be discretion of the confidential? professor The student will provide the documentation to the School Office for review. The School Office will forward verification of documented dates of the student's absence confidentially to all of the student's professors on behalf of The student may provide the student documentation to Counselling Services for review. Counselling Services will forward verification of documented dates of the student's absence confidentially to all of the student's professors on behalf of the student The professor will provide reasonable opportunity for the student to make up missed work Students are responsible for meeting with the professor and completing assigned materials