

University Excused Absences

Most commonly asked Questions

Q. Will I be excused?

A. On the back of the Application for University Excused Absences is the Marshall University Class Absence policy and it states which instances are excused by the Dean of Student Affairs. They include University Sponsored Activities, Illness or Death in the Family, and Religious Holidays. All others must go through the Dean of your college.

Q. What if I don't know the professor's email address?

A. If the instructor is a full time faculty member, his or her email address is in our University email system. If he or she is part-time, a Graduate Assistant, or you are not sure, use the TELEPHONE DIRECTORY available in the Student Affairs office. Look under the professor section and the list is alphabetical by last name. If he or she is not listed, YOU are responsible for taking the form and filling it out with the use of either MILO or your course SYLLABI.

Q. I have two different excuses what should I do?

A. Attach as many excuses as you have to the back of the Application for University Excused Absence. In the part next to DATE(S) OF ABSENCES, state the time period on your documentation (e.g. 4/22/08, 4/15/08).

Q. I don't know the course name or course number. Where would I find that information?

A. The COURSE NAME is the abbreviation of the class (e.g. Psychology would be PSY). You can find this information in the COURSE CATALOG listed alphabetically. Make sure when searching that you are looking under the correct college listing (e.g. undergraduate or graduate). Next to COURSE NAME are the COURSE NUMBER and the SECTION NUMBER. These numbers are necessary to instruct the professor as to which class(es) you were unable to attend. This is also available when you view your class registration in myMU.

Q. What if I don't have an excuse?

A. The policy according to the Marshall University Handbook is that documentation must be turned in at the same time you submit the Application for University Excused Absence. If there is no documentation, it will not be approved. However, you may speak directly to the Dean of Student Affairs about your particular situation and request special consideration.

Q. Where should I submit my Application for University Excused Absence?

A. The Office of Student Affairs is located in the Memorial Student Center, Room 2W38. The fax number is (304) 696-4347.