



Policy AA:003 – Absence of Faculty Members from Classes

Purpose: To ensure timely notification, educational arrangements, and prior approval for faculty absences.	
Original Approval: May 1999	Division: Academic Affairs
Last Approved/Effective: May 1999	Policy Owner: Provost and Vice-President for Academic Affairs
Last Reviewed/Revised: May 1999	
Next Required Review: May 2009	

A faculty member who must be absent from a class will inform the department chair or dean of such absence in a timely manner and make suitable educational arrangements for the class. Absences of more than two consecutive class periods must have prior approval by the department chair or dean.