STUDENT ABSENCES

Students are expected to attend all classes unless they have an excused absence: a severe medical issue, family emergency/death, or significant career-related activity. All excused absences are at the faculty member’s discretion. Faculty may refer students to their Advising Dean in SIPA Student Affairs for additional support if needed. For career-related activities, students should request to be absent in advance, secure notes from another student, and complete an additional assignment related to the topic for the missed session.

Because MIA and MPA students are expected to complete an internship, and because some internships require students to attend informational activities or interviews, many instructors will excuse students from one class session to participate in such activities or interview for a job.

Instructors should indicate their expectations regarding unexcused and excused absences in their syllabi, articulating clearly how absences will affect a final grade.

If an approved absence results in the rescheduling of an exam, faculty are responsible for scheduling and proctoring the exam as well as finding a room. Faculty may direct students to the designated make-up final exam day, where their exam will be proctored by SIPA Student Affairs. This make-up day usually falls on the last day of the final exam period.