

Attendance Expectations

Chadron State College assumes that students will seek to profit from the instructional program and will recognize the importance of attending every class meeting of courses for which credit is expected. Responsibility for notifying faculty of absences, or arranging potential make-up, rests with the students. In courses that utilize an online format, students are expected to participate in an appropriate and frequent manner, as determined by the course instructor. Please review your course syllabi for specific attendance and participation requirements, as well as the institution's [Attendance and/or Participation Policy](#).

Personal Emergencies & Academic Attendance

Chadron State College also understands that various legitimate circumstances may arise which cause a student to be absent from class. For a detailed description of the Personal Emergency & Academic Attendance procedure, please visit the [Student Handbook](#).

Absence Quick Guide

3+ Consecutive Days for Emergency *Inform the Dean of Student Affairs using the appropriate Microsoft Form below and contact your individual course faculty if possible*

Military Service or Jury Duty *Inform the Dean of Student Affairs using the appropriate Microsoft Form below and contact your individual course faculty if possible*

Complete this form if you are the student

Complete this form on behalf of the student if you are a friend, family member, or care provider

1- or 2- Day Absence *Contact your faculty directly*

Short-term Medical Illness *Contact the CSC Campus Clinic Nurse*

Athletic Injuries *Contact the CSC Athletic Training Staff*

Long-Term Accommodations *Contact the Disability Services Office*

Absences near End of Term *Contact your faculty about the Incomplete Process*

Frequently Asked Questions

What constitutes a personal emergency?

A personal emergency is something unexpected that would cause an absence from courses or causes the inability to participate in class for three or more consecutive class days. Personal emergency situations may include a hospitalization, accident, loss of a loved one, or mental health crisis. Students may also contact the Student Affairs Office for Military Service and Jury Duty.

What does not constitute a personal emergency?

Vacations, weddings, or other pre-arranged trips do not constitute a personal emergency.

What is the best way to get in touch with my faculty?

Your faculty should outline their contact information in the course syllabus. An email is a great place to start. Some faculty also have offices on campus and a CSC phone number - you can stop by for a visit during their office hours, or give them a phone call. If you do not receive a response within 3 business days, please email studentaffairs@csc.edu for assistance.

What should I say to my faculty about my absence?

When you contact your faculty, you should explain the general nature of your situation, the dates you were or will be absent, and when you expect to return. Some faculty may request documentation to verify your absence.

I am going to be gone, but my absence doesn't fit into a "category." Who can I speak to for assistance?

You may contact the Student Affairs Office regarding your specific situation by emailing studentaffairs@csc.edu.