Step One:
The first step is to talk to your professor. If you haven’t missed class previously or exceeded the attendance requirements, it likely won’t be a problem (although, this is not always true, it depends on the class). Some important tips on absences are:
• Attending class is a key part of your education; it’s not just about tests and papers. In order to gain the information you need to successfully complete a class, you have to be there for class sessions. Only miss class when absolutely necessary.
• Timely communication with your professor is very important. Even if you haven’t exceeded attendance requirements, it’s best to let your professor know why you missed a class session. This is especially important if you have on-going health concerns.

Step Two:
If your professor requires written documentation to excuse an absence, contact the Dean of Students office to schedule an appointment to meet with the Associate Dean of Students. If the reason for your absence is health related, please bring a note from your doctor on your doctor’s letterhead; you will need to write a short narrative about explaining your situation to attach to your doctors note. If you went to the Chapman Health center for medical care, you will need to sign a waiver so the Dean of Student’s office can verify your health concern. Once these steps have been completed, a memo will be sent to your professor regarding your absence. If you are hospitalized or otherwise unable to come to the Dean of Students office, please have a family member contact us at 714.997.6721. It is important to note that whether or not your absence is excused is entirely up to your professor.