

## Absences/Course Drop Information for MPH@UNC Faculty

<p><b>When should a student learn about course and University attendance policies?</b></p>	<p>The University’s policy regarding University approved absences as well as the instructor’s course-level policies need to be communicated to students via the instructor’s course syllabus on the first day of class.</p>
<p><b>If a student has a question about your attendance policy...</b></p>	<p>Refer them to your syllabus and the <a href="#">UNC Class Attendance Policy</a> for information regarding <a href="#">University approved absences</a>.</p>
<p><b>If a student misses more than the stated number of classes on your syllabus...and needs a check-in....</b></p>	<p>Share this information directly with the <b>Student Success Advising team</b> to reach out to the student by emailing them at: <a href="mailto:studentsupport@onlinemph.unc.edu">studentsupport@onlinemph.unc.edu</a> for coaching purposes.</p>
<p><b>What are the University approved absences?</b></p>	<ol style="list-style-type: none"> <li>1. Authorized University activities (official athletic competitions, music competitions, academic conferences, student government conferences, etc.)</li> <li>2. Disability/religious observance/pregnancy, as required by law and approved by <a href="#">Accessibility Resources and Service</a> and/or the <a href="#">Equal Opportunity and Compliance Office</a> (EOC)</li> <li>3. Significant health condition and/or personal/family emergency as approved by the <a href="#">Office of the Dean of Students</a>, <a href="#">Gender Violence Service Coordinators</a>, and/or the <a href="#">Equal Opportunity and Compliance Office</a> (EOC).</li> </ol>
<p><b>What is the policy for make-up work or assessments for University approved absences?</b></p>	<p>Instructors will provide reasonable alternatives that permit course objectives and learning outcomes to be met. Please review the University policy on <a href="#">Make-up Coursework and Assessment for the University Approved Absence</a>.</p>
<p><b>What if a student has a situation that does not fall within University approved absences...</b></p>	<p>For situations when an absence is not University approved (e.g., a job interview, bereavement, unforeseen personal or work commitment, etc.), instructors determine their own approach to missed classes and make-up assessments and assignments.</p> <p>Please specify in your syllabus any extenuating circumstances that you may consider eligible for a student to make-up assignments/assessments. A student who expects to be absent due to extended extenuating circumstances should contact their instructor directly for options/approval and discuss this with their designated <b>Academic Coordinator/Joe Jacobs</b>: <a href="mailto:mjj0216@email.unc.edu">mjj0216@email.unc.edu</a>.</p> <p>Please also specify in your syllabus consequences (ex: reduction in points) for late attendance, absences, not handing assignments in on time, etc.</p>

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<p><b>What if a student decides not to attend before the start of the semester?</b></p>	<p><a href="#">Cancellation</a> is when all enrollment is ceased prior to the first official day of classes for the term. No tuition or fees are charged, but other charges related to attending the University are the responsibility of the student. Please share the <a href="#">Cancellation</a> link with students and have them reach out directly to their <b>Academic Coordinator/Joe Jacobs</b>: <a href="mailto:mjj0216@email.unc.edu">mjj0216@email.unc.edu</a> and copy <a href="mailto:studentsupport@onlinemph.unc.edu">studentsupport@onlinemph.unc.edu</a>.</p>
<p><b>What if a student wants to drop your class?</b></p>	<p>A <a href="#">drop</a> is withdrawing from one course while remaining registered for other courses in the term. Dropping a course during the drop/add period may result in a reduced tuition charge, if the drop reduces total hours to a lower tuition rate tier. Dropping a course after the last official day to drop a class during the term will not reduce tuition. If you are only registered for one class, UNC does not permit a student to enact a drop on their own (have them contact their Academic Coordinator ASAP).</p> <p>Please share the course <a href="#">drop</a> link with students and have them reach out directly to their <b>Academic Coordinator/Joe Jacobs</b>: <a href="mailto:mjj0216@email.unc.edu">mjj0216@email.unc.edu</a> and copy <a href="mailto:studentsupport@onlinemph.unc.edu">studentsupport@onlinemph.unc.edu</a>.</p> <p>If a student is unable to drop this course in ConnectCarolina, then they will need to fill out this form: <a href="https://unc.az1.qualtrics.com/jfe/form/SV_0ewGtGlcPLkYvoV">https://unc.az1.qualtrics.com/jfe/form/SV_0ewGtGlcPLkYvoV</a> and also contact the same above.</p>
<p><b>Once the semester has begun, what if a student wants to drop all of their classes?</b></p>	<p>A withdrawal is dropping all of your courses after the term has started. If the withdrawal is effective during the withdrawal refund period, tuition and fees will be reduced according to the withdrawal refund schedule.</p> <p>Please share the <a href="#">withdrawal</a> link with students and have them reach out directly to their <b>Academic Coordinator/Joe Jacobs</b>: <a href="mailto:mjj0216@email.unc.edu">mjj0216@email.unc.edu</a> and copy <a href="mailto:studentsupport@onlinemph.unc.edu">studentsupport@onlinemph.unc.edu</a>.</p>
<p><b>What if a student has to be absent from a scheduled final exam?</b></p>	<p>If a student will miss a final exam due to a medical or mental health concern, please follow the instructions and communicate directly with your instructor to schedule a make-up: <a href="https://caps.unc.edu/services/academic-interventions/final-exam-excuse-request">https://caps.unc.edu/services/academic-interventions/final-exam-excuse-request</a>.</p>