What do I do if I’m absent from class, lab or an exam?

Please note: It is the student’s responsibility to report absences and communicate with their instructors. It is up to the instructor to determine how to handle a student’s absence.

**Absent less than a week**

Report your absence online at [sims.rutgers.edu/ssra](http://sims.rutgers.edu/ssra) and talk to your instructor.

- My absence was for a religious observance or Rutgers-approved activity.
  - University policy excuses these absences and permits students to make up missed work.
- I was sick!
  - Rutgers Student Health does not provide medical excuse notes or notes verifying your visit for short-term illness or injury.
- I have questions about my short-term absence.
  - Contact the Dean of Students for possible resolution options. Contact information is listed below.
- But my instructor still says I need a note!

**Absent more than a week**

My extended absence was due to a long-term medical or mental health issue.

- Rutgers Student Health will provide notes for significant prolonged illnesses when you were seen or cared for by a Rutgers Student Health medical professional at one of the Health Centers or CAPS.
- Request medical documentation from your provider’s office if you were not seen on campus through Student Health.
- Contact the Dean of Students Office and request a verification letter. Contact information is listed below. You must provide documentation (such as a doctor’s note). You are still responsible to contact your instructor about your absence, but if needed, the Dean of Students Office can serve as a communication resource between you and the instructor.

For more information or questions, contact:
Rutgers Student Health at 848-932-7402 or health@rutgers.edu
Dean of Students Office at 848-932-2300 or 88 College Ave on the College Ave Campus