UNIVERSITY OF PITTSBURGH AT BRADFORD
STUDENT HEALTH SERVICES

POLICY TITLE: ABSENTEE NOTE POLICY
EFFECTIVE DATE: NOVEMBER 19, 2012
LAST REVIEWED: MARCH 2025

POLICY

Students are expected to attend classes as scheduled. Faculty members establish their own rules and penalties for absences.

When a student is absent from class due to illness or injury, it is the responsibility of the student to communicate with their professor and to follow the requirements of the professor regarding the course work missed. Consequences for absenteeism depend upon the policy and discretion of the professor, as outlined in the course syllabus. UPB Health Services has no authority to excuse class absences, missed assignment or exams.

Notification of professors regarding student absence due to illness is **only** provided by the Office of Student Affairs when a student:

- Is hospitalized,
- Or has an extended illness requiring three or more consecutive days of absence or hospitalization.

No detailed health information will be shared in the notification. Professors wishing to verify other cases of student absence due to illness or injury may contact the Director of Health Services at 814-362-7631 or email tlb144@pitt.edu. Health information is confidential; therefore, only a confirmation that the student has been seen in Health Services for a legitimate illness will be provided. Students sign consent prior to being seen in Health Services to share limited health information with an instructor or professor upon request.