

# Provost Update on Student Absences

## Office of the Provost

Tue 8/25/2020 8:11 PM

To: AA WAGE Staff (STAFF-WAGE-AA-L@LISTSERV.JMU.EDU) <STAFF-WAGE-AA-L@LISTSERV.JMU.EDU>; PT-FAC-RESPONSE-L@listserv.jmu.edu <PT-FAC-RESPONSE-L@listserv.jmu.edu>; Staff Classified (Staff-Classified-AA-L@listserv.jmu.edu) <Staff-Classified-AA-L@listserv.jmu.edu>; Faculty Response List Serve <FAC-RESPONSE-L@Listserv.jmu.edu>;

Dear Colleagues,

As the first day of classes approaches, I'm writing to clarify the university's process for verifying student absences. If a student reports an illness to you, you must tell the student to contact the University Health Center (UHC) via the [UHC reporting website](#). Students enrolled in distance learning that are not in Harrisonburg must also contact the health center.

The UHC will communicate with the Dean of Students (DoS) Office if students request that their faculty be notified of their absences. Students should not contact the Dean of Students Office directly; notifications will be filtered through the UHC.

The Dean of Students Office will notify instructors of absences for students and state that a student will be absent due to illness. DoS will only disclose the reason for the absence if students specifically request that it be shared. The Dean of Students Office notification is a courtesy for the student and does not excuse any absences. Faculty **may not** require students to submit notes or other documentation of illness from the Virginia Department of Health (VDH) or the University Health Center (UHC).

Thank you for your continued efforts to support our students. Best wishes for a successful semester,  
Heather

Heather J. Coltman, D.M.A.

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