



AMERICAN UNIVERSITY  
WASHINGTON, D C

Dear AU Faculty Member,

\_\_\_\_\_ was referred to the Student Health Center or the Office of the Dean of Students for documentation of a short-term illness which required them to miss class. Please be aware that undergraduate regulation 4.1 states: *Instructors should use reasonable discretion when determining whether to excuse other single-day or short-term absences. Faculty should not require students to seek excusals from the Office of the Dean of Students or the Student Health Center for these types of absences. Faculty should seek guidance from their department chairs, division directors, or associate deans if they are unsure about whether to excuse an absence.*

This letter is for informational purposes only and should be provided by the student to the faculty member around the time of the missed class(es) not to retroactively explain absences weeks later.

If you have any questions about this, please contact us at [shc@american.edu](mailto:shc@american.edu) or [dos@american.edu](mailto:dos@american.edu).

Sincerely,

David S. Reitman, M.D. Medical Director

Justin T. Bernstine, Ed.D. Deputy Dean of Students