

## Excused Absences

1. A student missing a test MUST contact the Course Coordinator via email or phone prior to the test.
2. In case of emergency, a student should contact OSPA. OSPA will notify Faculty. The student must contact the Course Coordinator within 48 hours of the emergency.
  - a. OSPA office hours – 7:30 am to 5:00 pm
  - b. Ms. Margie Cannon
    - i. Office phone – 318-342-3800
    - ii. Email – [cannon@ulm.edu](mailto:cannon@ulm.edu)
  - c. Ms. Mary Caldwell
    - i. Office phone – 318-342-3803
    - ii. Email – [Caldwell@ulm.edu](mailto:Caldwell@ulm.edu)
    - iii. Cell Phone- 318-791-9192
    - iv. Home Phone-318-345-5791
  - d. Ms. Libby Smith
    - i. Office phone – 318-342-3487
3. A student is expected to notify his/her Course Coordinator on the day the absence occurs. Notification, if at all possible, should occur prior to the absence. A voice message or email is an acceptable method of notification. The Course Coordinator will confirm notification received. If the Course Coordinator does not confirm receipt of notification, the student should notify them again.
4. Upon return to classes, the student should bring a valid written excuse to the OSPA.
5. OSPA will verify the validity of the excuse and will sign and date the excuse.
6. The student should retrieve the validated excuse on the SAME day it is dropped off in the OSPA and, outside of class, approach the Course Coordinator with their documentation unless otherwise stated in the course syllabus. This should also occur on the SAME day the excuse is validated.
7. The Course Coordinator is the only person who can grant an “Excused Absence”.
8. When a student is selected for RANDOM DRUG SCREENING, they should make every effort to go for the screening outside class time. In the event this is not possible and the student must miss class:
  - a. The student should notify the Course Coordinator that they are missing class to provide a sample for drug testing.
  - b. OSPA will give the student verification that they were selected for drug testing.
  - c. Students who must go for screening during class time must check in with the OSPA prior to leaving campus and upon return to campus.
  - d. It should take the student no longer than one (1) hour to provide a sample.
  - e. The student should retrieve verification of drug testing selection with check-in and check-out times noted by OSPA on the day they miss class and approach the Course Coordinator outside class with their documentation unless other wise stated in the course syllabus. This must occur within 24 hours of returning to classes. OSPA will verify in writing on the form that, based on the student’s class schedule, the student could or could not have provided a sample during a time when they would not have missed class.
  - f. The Course Coordinator is the only person who can grant an “Excused Absence”