



# Loyola University Chicago Weekend JD Program

## ABSENCE POLICY

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**Regular and punctual class attendance, as determined by the Course Instructor and the Dean, is required in all courses. Excessive absences or tardy attendance, even if all or some of them are considered to be “excused,” violate this requirement. Students who violate this provision are subject to various sanctions including a reduction in the grade for the course, withdrawal from the course, additional remedial work, withholding of the final exam or a final grade which results in the grade of “WF” (withdraw failing), or other appropriate sanctions in the discretion of the Course Instructor or the Dean. Since regular and punctual attendance is required in all courses, registration for courses that meet at the same time or overlapping times is not permitted.**

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Given the reduced number of in-person class sessions, regular and punctual attendance in the Weekend JD Program is particularly important. However, we recognize that situations or circumstances can arise that may cause a student to miss a scheduled class or mandatory law school event. In certain instances, when the reason for a student’s absence falls outside of their control and is of such a nature that it would be unfair to require their attendance, the absence may be excused. For example, absences due to religious observance, unplanned hospitalization, or an illness that directly affects the student or an immediate family member would likely be considered excused.

Students enrolled in the Weekend JD Program who will be absent from class or a mandatory law school event must notify the Director of the Weekend JD Program in advance of their absence using the form below. If the circumstances make advance notice impossible, such as in the case of a medical emergency, the student is required to provide an e-mail notification as soon as possible after the missed class or event. After reviewing the student’s request, the Director of the Weekend JD Program will inform the student whether their absence is excused or unexcused.

A Weekend JD Student who misses **more than one** class session in any given course will be required to meet with the Associate Dean for Administration and the Director of the Weekend JD Program to determine if, at the discretion of the Course Instructor, the student should be subject to sanctions, which could include a reduction in the grade for the course, withdrawal from the course, additional remedial work, withholding of the final exam or a final grade which results in the grade of “WF” (withdraw failing), or other measures deemed appropriate.

Each Course Instructor may supplement this general attendance policy by announcing a more specific attendance requirement for their class. It is the obligation of each student to conform to these requirements. The administration supports Course Instructors in their determination on the limit on class session absences as well as on their distinctions between “excused” and “unexcused” absences.



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## ABSENCE NOTIFICATION FORM

### STUDENT INFORMATION

Name: \_\_\_\_\_

Loyola Email Address: \_\_\_\_\_

### INFORMATION ABOUT THE ABSENCE

Date(s) of Absence(s): \_\_\_\_\_

Courses Affected by Absence(s):

Course: \_\_\_\_\_ Professor: \_\_\_\_\_

Course: \_\_\_\_\_ Professor: \_\_\_\_\_

Course: \_\_\_\_\_ Professor: \_\_\_\_\_

Course: \_\_\_\_\_ Professor: \_\_\_\_\_

Have you been absent from any of the above courses already in the term? \_\_\_\_\_

### REQUEST FOR EXCUSED ABSENCE

If you feel that your absence should be “excused,” please provide a **brief explanation for the absence** as well as any documentation that you feel will support this request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CERTIFICATION

I hereby certify that the information that I have given to support this request for an excuse absence is accurate, and I authorize the Loyola University Chicago School of Law to verify this information. I recognize that a misrepresentation of a material fact regarding the basis for my request for an excused absence is a violation of the [Loyola University Chicago School of Law’s Code of Conduct](#).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed form to the Kirk Walter,  
Director of the Weekend JD Program, at [kwalter2@luc.edu](mailto:kwalter2@luc.edu).