

Section: Combined Clinical/Counseling Student Policies

Policy Number: 713.1

Subject: Combined Clinical/Counseling Policy on Attendance

Combined Clinical/Counseling Policy on Attendance

Classes are an integral part of your matriculation as a PhD student.

- You are a valued member of our learning community, and your attendance helps ensure a rich, interactive learning environment. As such, it is expected that you attend each class.
- When conflicts between class attendance and other responsibilities arise, students should work with instructors, communicate clearly and early, and approach situations in a pro-active, problem-solving manner.
- There are a few instances where your absence may be approved/acceptable. These include attendance at professional conferences or illness/injury. Other absences may be approved with permission from the instructor. Though these may be approved, we advise you to have an explicit conversation with each of your instructors to ensure there is a shared understanding of what constitutes an approved absence. This **MUST** be done prior to the absence. If you know you will miss a class, it is advised that you speak with your instructor at least one week prior.
- It would be best to approach this conversation as a professional dialogue. That is, telling the professor that you will be absent will probably be too forward. It would be more appropriate to approach the discussion with the intention to problem-solve the absence. For example: "Professor X: A poster of mine was accepted to Conference Y, which meets in 3 weeks. My attendance at the conference would mean I will miss your class. How do you suggest I navigate this situation?"
- If you have a TA-responsibility that conflicts with class attendance, we encourage you to remind your TA supervisor that your class attendance is required (many are aware of this policy but may need to be reminded as other programs may have a different policy). If your assistance as a TA is critical, you may ask permission of your instructor to miss class and the instructor will determine if your absence can be excused. An appropriate way to handle a conflict between course attendance and TA responsibilities might look like this: "Prof X and Y: I am a TA for Class X. Professor X has asked that I proctor their/their exam as they will be out of town. However, my class with Professor Y meets at this time. Can we all work together to navigate this conflict?"
- See the [USU excused absence policy](#) for further guidance.