Difficult Conversations: When a Student is Absent

Over the course of their professional and graduate studies, students may face academic and personal challenges. Some issues may be handled without interruption to the student’s studies. Other matters require time off. This best practices tool is designed to help advisers navigate the uncertainty related to absences and academic leaves.

**Intermittent Absences**
- Periodically not in class/lab (2-3 days/month)
  - Contact student
  - Provide resources from box below
  - Offer assistance
  - Create plan

**Repeated Absences**
- Consistently not in class/lab (2-3 days/week)
  - Contact student
  - Provide resources from box below
  - Offer assistance
  - Create plan
  - Refer to Difficult Conversations: Coaching Guide

**Missing**
- Prolonged unexplained absence/No responses to contacts
  - Reach out to emergency contacts
  - Request safety check from Behavioral Consultation Team (BCT) 612.626.3030
  - Contact student
  - Provide department updates
  - Request updates
  - Refer to Difficult Conversations: Coaching Guide

**Scheduled Absence**
- Away for a defined period of time
  - Complete leave of absence form
  - Schedule check-in times
  - Provide resources from box below
  - Create plan

**Resources**

**Student Counseling Services**
www.counseling.umn.edu
612.626.0150, 340 Appleby hall
Contact: Matt Hanson

**International Student and Scholar Services**
www.isss.umn.edu
612.626.7100, 190 Humphrey School
Contact: Alisa Eland

**Student Conflict Resolution Center**
www.sos.umn.edu
612.626.0689, 254 Appleby Hall
Contact: Jan Morse

---