



William & Mary Arts & Sciences

OFFICE OF THE DEAN

Dear Faculty Member,

As per my regular emails to faculty regarding student illnesses, please consider the following:

In the absence of the previous "Blue Notes" system, which authenticated student illnesses, some faculty members are seeking alternative authentication through the Dean of Student's Office (DOSO) using the absence verification form. This process involves multiple steps, is exceptionally laborious, and is intended for use only with absences greater than 3 classes due to atypical situations (e.g., death of a family member).

As a reminder, faculty members set their own class attendance policies and, if a policy is specified in the syllabus, are free to use their own judgment in deciding what constitutes an "excused" absence. Under the W&M Honor Code, a student's word is assumed to be true.

I urge your continued best judgment and flexibility in evaluating student absences.

Sincerely,

A handwritten signature in blue ink that reads "Janice Zeman".

Janice Zeman, Ph.D.,
Dean of Undergraduate Studies