

Frequently Asked Questions:

Advocacy Letters

What is an advocacy letter?

As a courtesy to students and professors, the Dean of Students Office will notify professors of a student's absence of *three (3) or more consecutive days, no more than two weeks in length*, when there are extenuating circumstances of an extreme nature (serious illness and injury, illness requiring hospitalization, serious illness of a family member or death of an immediate family member, or any other unexpected extenuating circumstance, as deemed by the Dean of Students Office. An advocacy letter may not excuse your class absences, as that is up to your respective faculty.

What if my absence was less than two days or I missed class for a doctor's appointment?

Please follow up with your professors directly to coordinate how to make up any missing assignments and/or excuse any absences.

What if my absence occurred more than three weeks ago?

We do not send retroactive letters. You should connect with us as soon as you encounter any extenuating circumstance. For example, if your medical issue occurred in the end of September, we cannot send a letter out in December for your absences in September.

What supporting materials must I submit with an advocacy letter?

The student must provide written documentation to document the cause of the absence (doctor's note, hospital discharge papers, obituaries, death certificate, etc.)

Who has the final say in terms of absences being excused and work being made up?

The final decision to allow you to make up any work you missed is at the sole discretion of your respective faculty. The Dean of Students Office has no jurisdiction over Academic Affairs.

What must I do if my request for an advocacy letter is granted?

Students must follow up with each of their respective faculty members to ask what work they missed and how they can make up the work they missed.

Academic Leave of Absence/Withdrawals

Where can I get the Academic Leave of Absence or Withdrawal Form?

To request an Academic Leave of Absence/Withdrawal Form for the Florham Campus please email Anna Gracey, Case Manager, a.gracey@fdu.edu. For the Metropolitan Campus, please email metropolitanDOSoffice@fdu.edu.

What is the difference between an Academic Leave of Absence and a Withdrawal?

An Academic Leave of Absence is for a minimum of one semester and a maximum of two semesters, when taken consecutively. A Withdrawal is a complete removal from the University.

How do I submit the form?

The form can be scanned or photographed, then emailed to Anna Gracey for the Florham Campus, a.gracey@fdu.edu or metropolitanDOSoffice@fdu.edu for the Metropolitan office. Students can also drop the form off at the Dean of Students Office for their home campus.

What section of the form do I need to fill out?

Student must fill out Section I of a LOA/Withdrawal Form completely. Please make sure to sign and date the form as well.

What is the deadline for submitting an Academic Leave of Absence and/or a Withdrawal? What happens if I miss the deadline?

The deadline for non-medical academic leave of absences and/or withdrawals is located within the current academic calendar, via the following link, <https://www.fdu.edu/academics/academic-calendar/>. Once this deadline has passed, students will need to submit medical documentation to proceed with their request.

Student of Concern CARE Team Reports

What is a Student of Concern Report?

A Student of Concern report allows faculty members to report concerns such as behavior, health, wellness, general concern for a student or a classroom related issues (missed classes, not doing work, etc...) We encourage our faculty partners to contact students first via email and/or phone if able to see if they can connect with the student as they already have a relationship with the student. Our students are always thankful for this level of support and care from their faculty. You can learn more via the following webpage, <https://www.fdu.edu/campuses/florham-campus/campus-life/dean-of-students/reporting-students-of-concern/>.

How can I submit the report?

Use this link to submit a report:

https://cm.maxient.com/reportingform.php?FairleighDickinsonUniv&layout_id=2

Where does the report go?

The report will go directly to the appropriate Case Manager, based on home campus location, who will connect with the student directly to address any of the concerns mentioned. Please note if we do not advise you that we have connected with the student, you can assume that we have. We do not always circle back with the reporting individual. We may also not be able to share all details of our conversation with the student based on privacy.

Can I submit an anonymous report?

Yes. The form has a section where you can request anonymity. Although we will do our best, please keep in mind that we cannot always guarantee anonymity. Additionally, should you indicate that you wish to report anonymously, we may be hindered in the type of support we can provide you and the student in order to honor your request.

Incomplete & withdrawal from one or more courses

What is an incomplete and how can I request one?

When a student in good standing in a course and has completed and passed most of the work required for a course but, due to circumstances beyond the student's control, is unable to complete the entire course, a grade of Incomplete (noted "I" on the transcript) may be given. This designation is not a substitute for a letter grade. It merely describes a student's temporary status in a course. It is to be given only in exceptional or emergency circumstances at the discretion of, and after consultation with, the instructor. Students have a responsibility for completing all work in a course on time. They have the added responsibility of notifying the instructor of circumstances preventing them from completing the

requirements on time. To learn more, please visit: <https://www.fdu.edu/about/university-leadership-offices/office-of-enrollment-services/records-procedures-and-services/grading-system-and-grade-points/>. The Dean of Students Office cannot allow a student to obtain an incomplete for a course. That is up to the sole discretion of the course faculty.

How can I withdraw from a particular course?

Students may choose to withdraw from (or “drop”) one or more courses, without dropping their entire schedule. This is a [Change of Academic Schedule](#). A Change of Schedule provides the student the opportunity to add or drop courses based on dates from the [Academic Calendar](#). Students are required to follow the same guidelines as an initial [Registration](#). Students can add/drop (Change of Schedule) during the first week of the semester via [Self-Service](#). To learn more, please visit: <https://www.fdu.edu/about/university-leadership-offices/office-of-enrollment-services/records-procedures-and-services/taking-a-leave-of-absence/#:~:text=Withdrawal%20from%20one%20or%20more,occurs%20in%20the%20semester%20schedule>.

What if I need to attend classes remotely for a week or two?

The Dean of Students Office cannot grant any student the ability to attend classes remotely for any amount of time. That is at the sole discretion of each individual course instructor. You must follow up with your faculty directly to ask for this accommodation. The Dean of Students has no jurisdiction over Academic Affairs.

What do I do if I have a concern regarding my course or course faculty?

We suggest you speak with the course instructor directly, should you feel that has not resolved your concerns, you can contact the Department Chair for that specific course and then the Academic Dean if needed. You can find information about each department’s faculty, chair and/or Dean via the following link, <https://www.fdu.edu/academics/colleges-schools/>.

What if I want to take a course off campus at another institution and it says it needs the signature of the Associate or Dean?

For courses off site, you should work with your Academic Advisor to ensure you are on track with your program of study and then the Academic Dean for that specific department would sign off on the form. The Dean of Students cannot sign off on that paperwork as we do not have jurisdiction over Academic matters such as these.

Where can I ask questions that I may have?

You can email the Metropolitan Dean of Students Office at metropolitanDOSoffice@fdu.edu and the Florham Dean of Students Office at FlorhamDOSoffice@fdu.edu.