Faculty Absence Alert Process

**Notification**
Conduct Assistant is notified when a Faculty Absence Alert has been submitted.

**Editing & Case Creation**
The initial report is edited by the Conduct Assistant to ensure that CCUID, names, etc. are correctly matched to a student in the database. Then the case is created.

**Off Campus**
Conduct Assistant makes contact with the student through various methods.

**On Campus**
Resident Director is notified and makes contact with the student through various methods.

**Faculty Notification**
Conduct Assistant sends an email (poke) to the professor who submitted the report. This serves as update on the contact.

**The Case Is Then Closed**
Please be aware that this process works to ensure that the student is aware of the effects of missing class and provide additional contact. We are unable to guarantee that the student will resume attending class.