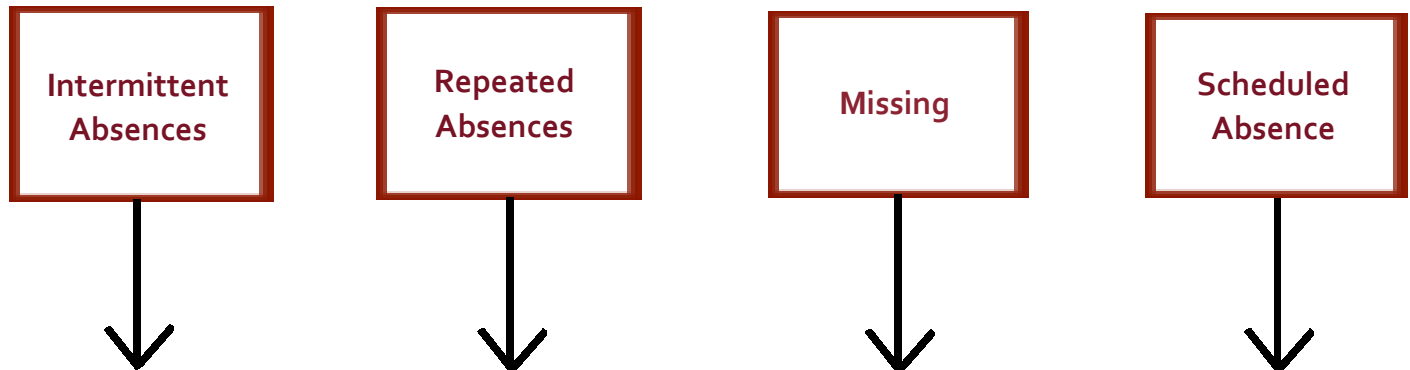




Difficult Conversations: When a Student is Absent

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.



Periodically not in class/lab (2-3 days/month)	Consistently not in class/lab (2-3 days/week)	Prolonged unexplained absence/No responses to contacts	Away for a defined period of time
<ul style="list-style-type: none"> • Contact student • Provide resources from box below • Offer assistance • Create plan 	<ul style="list-style-type: none"> • Contact student • Provide resources from box below • Offer assistance • Create plan • Refer to Difficult Conversations: Coaching Guide 	<ul style="list-style-type: none"> • Reach out to emergency contacts • Request safety check from Behavioral Consultation Team (BCT) 612.626.3030 	<ul style="list-style-type: none"> • Complete leave of absence form • Schedule check-in times • Provide resources from box below • Create plan

<ul style="list-style-type: none"> • Identify resources • Engage student's support systems • Create plan • Refer to Difficult Conversations: Coaching Guide • Consider counseling out. Refer to A Difficult Conversation: Counseling Out a Graduate or Professional Student 	<ul style="list-style-type: none"> • Contact student • Provide department updates • Request updates
--	--

<ul style="list-style-type: none"> • Return from leave meeting • Engage support systems • Refer to Difficult Conversations: Coaching Guide

Resources

Student Counseling Services

www.counseling.umn.edu
612.626.0150, 340 Appleby hall
Contact: Matt Hanson

International Student and Scholar Services

www.iss.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