

UNIVERSITY EXCUSED ABSENCES (SEPT.1, 2016)

PURPOSE

To inform the administrators, faculty, staff, and students of their responsibilities and duties concerning university excused absences.

SCOPE

This policy is a University policy that applies to all administrators, faculty, staff, and students. The Dean of Students will be responsible for the oversight of this policy.

POLICY

A student's participation in the work of a course is a precondition for receiving credit for the course. Students are expected to attend punctually all lecture and laboratory sessions and field experiences and to participate in course assignments and activities as described in the course syllabus.

Each instructor shall determine the class attendance policy for each of his or her courses as long as the instructor's policy does not conflict with university policy. The instructor's attendance policy is typically provided to the class on a syllabus and distributed at the first class meeting. In some cases class attendance may be a criterion in determining a student's final grade.

Students should consult with their instructors about all class absences. It is the responsibility of the student to notify the instructor immediately about class absences, to provide appropriate documentation for an absence, and discuss any missed class time, tests, or assignments. Except in the case of university excused absences, it is the decision of the instructor to excuse an absence or to allow for any additional time to make up missed tests or assignments. Excused absences should not lower a student's course grade, provided that the student, in a manner determined by the instructor, is able to make up the work that has been missed and is maintaining satisfactory progress in the course.

A student who receives medical care due to injury or illness from a licensed medical provider may take his or her instructor a note from that provider indicating that the student was too ill or injured to attend class, and listing the date(s) for which the student was unable to attend. The instructor may choose to accept these notes as evidence of excused absences and may choose not to.

Only the Dean of Students in conjunction with the Registrar may authorize a university-excused absence.

University-excused absences may be granted in the following situations:

1. Student participation in authorized activities as an official representative of the university (i.e. athletic events, delegate to regional or national meetings or conferences, participation in university-sponsored performances).
2. Medically verified need to miss class.
3. Participation in other activities deemed by the Dean of Students to warrant an excused absence, such as required military training.

4. An extreme personal emergency about which the student is unable to speak directly to the instructor.
5. The death of an immediate family member (such as parent, sibling, spouse or child).
6. Student participation in religious holidays.

It is the student's responsibility to obtain verification of a university-excused absence by contacting the Dean of Students. Requests for university-excused absences should be submitted, whenever possible, to the Dean of Students at least a week prior to the scheduled absence. Requests submitted after the fact will be disapproved unless circumstances made prior approval impossible.

Instructors are expected to honor valid university excused absences and to provide reasonable and equitable means for students to make up work missed as a result of those absences.

Students who anticipate missing 10% or more of class meeting time as a result of university-excused absences are required to receive approval from the instructor at the beginning of the semester. Student experiences that cannot be made up should be discussed at the onset of the course to ensure that continued enrollment is feasible while there is still the opportunity to drop the course within the schedule change period.

A student who believes that he or she has been treated unfairly concerning absences or has been misinformed by the instructor regarding that instructor's absence policy shall have the right to appeal. The appeal shall be in writing to the instructor's dean, and in the event the resolution is not satisfactory, the final decision rests with the Provost/Vice President for Academic Affairs.

Administrative Oversight: Dean of Students

Responsible for Implementation: Dean of Students