PURPOSE:

To help ensure students are informed regarding requirements to obtain a valid excuse for class absence.

AUTHORITY:

University Catalog, page 34 - Class Attendance Regulations Section School of Allied Health Sciences Academic Division Student Handbooks and Policy Manuals.

DEFINITION:

An excuse is defined as written request from the Office of the Dean for a student to be absent from an academic class without penalty.

POLICY:

Excused absences are issued to students in order to prevent academic repercussions from a legitimate life event. It is not designed to accommodate students who have not acted responsibly. Per University policy, students can be excused for the following reasons (a) illnesses, (b) participation in activities, programs, and business as a University representative, and (c) circumstances or emergencies that are deemed beyond the student's control.

The following guidelines will be used in determining the appropriateness of an excused absence being granted:

1. Students will notify their instructor concerning an event that may cause their absence from class, lab, or a scheduled session. This notice will occur as soon as the student is aware of the event. Notice should be given in person when possible and by telephone and/or e-mail if necessary.

2. All requests for excused absences must be made within five (5) school days after a student is physically able to return to school. Requests made after this period may not be considered.

3. In order to receive an excused absence from any class or related classroom activity (i.e. exam, quiz or assignment) due to illness, appropriate documentation or statement from a medical practitioner is required. This statement must be clearly dated and signed by the medical practitioner, or designee. However, if the
illness does not require medical service, the student must notify the instructor as soon as possible, if he or she is ill and is unable to attend class(es) or related classroom activity (i.e. exam, quiz or assignment).

4. Students requesting an excuse for participating in University related activities, programs, or business will submit valid documentation (memo/letter from appropriate department) prior to being excused for missing class.

5. Students with a valid university business excuse should submit these directly to the instructor for acceptance.

6. An instructor and/or director should be notified as soon as the student becomes aware that he or she will be absent from a class. In situations involving a student missing class(es) for reasons beyond his or her control, instructors are encouraged to assess the legitimacy of student's reason for missing class before directing the student to the Office of the Dean.

7. All requests for excused absences must be submitted directly to the Dean's Office for approval. After a review, confirmation and if approved, copies will be placed in the Dean's file and in the Student's cumulative/main file. The student will receive an approved copy to submit to appropriate instructors.

8. An excuse for a class absence (for a reason requiring documentation) will not be approved without written and valid documentation.

9. Instructors will assist the student in any academic and/or personal arrangements (if requested) related to attendance. Such assistance will serve to facilitate continued positive academic performance.

Implementation date: 10/18/2004