

*Withdrawn for further review
by Harold Friedman - Chair of Un. Athletics Advisory Committee*

Report: University Athletics Advisory Committee

Framework For A Policy For Excused/Unexcused Student Absences

Definition of excused absence: A) An illness of the student or serious illness of a member of the student's immediate family. The instructor will indicate their policy requirements for verification of excused absences for illness either in the syllabus or verbally at the beginning of the course. B) The death of a member of the student's family. The instructor shall have the right to request appropriate verification. C) Trips for members of student organizations sponsored by an academic unit, trips for University classes, and trips for participation in school sponsored extracurricular events.

The following will elaborate on excused absences in category C:

- 1) The student must be representing the University in a school-sanctioned activity (e.g. debate team, orchestra, band, athletic event etc).
- 2) A list of the proposed days of absences must be provided to the instructor at the beginning of the semester by the sponsoring agency.
- 3) An exception to #2 would be participation in a University sponsored event that was not anticipated during the semester. In that case it is up to the individual sponsoring agency to notify the course faculty member about unexpected absence.
- 4) It is the responsibility of the student to meet with the course instructor or director and get appropriate study/lecture materials prior to the expected days of absence. It is the course director's responsibility to provide the student such materials. In the case of a missed lab, the student will make arrangements with the course director to make up the lab either before or after the excused absence.
- 5) It is the responsibility of the student to take any examination in the course (scheduled or otherwise) that would be missed because of the excused absence, either prior to, or at another date at the discretion of the instructor. It is the responsibility of the instructor to provide an opportunity for the student to either take the examination before the rest of the class, provide a make-up examination, or assign other course work in lieu of the examination.
- 6) Failure of a student(s), sponsoring faculty, or course instructor to comply with these policies will be reported to a committee designated by the Faculty Senate (Scholastic Standards and Petition Committee) only if the issues cannot be resolved by the parties involved. The committee will have a representative meet with the instructor and student(s) to resolve any dispute.

Unexcused Student Absences

Unexcused absences greater than 10% of the scheduled class sessions are excessive and the instructor may choose to exact a grade penalty for such absences.