FS 14/15-111/APC/EX  Student Excused Absences Policy, Establishment of:

The Faculty Senate recommends establishment of a policy on Student Excused Absences, effective Fall 2015 upon approval of the amended Grade Appeals Policy.

1. Institutes a policy that identifies which days a student misses can be considered excused absences.

2. Informs faculty that accommodations must be offered for missed assignments that are submitted on class day of an excused absence.

**Student Excused Absences Policy**

I. This policy provides for basic protections and reasonable accommodations for students who miss class with excused absences.

A. The following are considered, but not limited to, excused absences:

1. Significant illness of the student or serious illness of a member of the student's household (permanent or campus) or immediate family; immediate family is defined as spouse or child or parent (guardian) or sibling (all of the previous include steps, halves and in-laws of the same relationship); and grandchild or grandparent.

2. The death of a member of the student's household (permanent or campus) or immediate family (see above definition), for services related to the death of the family member.

3. Participation in University-approved events. University Approved events should meet the following criteria (e.g. University Sponsored Athletics Competitions):
   a. Participation in the event must be affiliated with a department sponsored organization or athletics that has been approved by the university.
   b. The event is a pre-determined, time specific event (Whenever possible, organizations should avoid scheduling such events on days and times that often conflict with classroom scheduling patterns).
   c. The event is a primary aspect of membership in the organization.
   d. It is a competitive event or similar engagement that involves one or more other student clubs or organizations from another university or college.

4. Major Religious Holidays. Students are responsible for notifying the Instructor of Record in writing of anticipated absences due to their observance of such holidays.

5. Government-required activities, such as military assignments, jury duty, or court appearances.
6. Course designated time as noted in the University schedule of classes. For example, if the
requirements of a course require a student to attend an activity outside the designated
scheduled time for the course, and that activity occurs at the same time of the designated
scheduled time of another course, then the student qualifies for an excused absence from
this activity. The student may request an excused absence from the scheduled course
time, but this will be decided at the discretion of the instructor of that course.
(Senator Pinch’s proposed amendment – 3/12 Senate meeting.)

A. The student must notify the Instructor of Record prior to the occurrence of such absences,
within one week of the student’s awareness of the event. For University-approved events and
Major Religious holidays, this should occur within the first two weeks of the semester.

B. For any excused absences, the Instructor of Record shall have the right to request appropriate
verification.

C. If a student believes the policy is not being adhered to, the student may, after the completion
of the class, pursue one of the following:
   a. Appeal the grade through Grade Appeals Panel.
   b. Petition to retroactively withdraw from the course through the Academic Standards
      Subcommittee.

D. A student who intentionally misrepresents an absence in an effort to gain an opportunity to
receive accommodations will be considered to be breaking the academic honesty policy since
they will be failing to abide by the rules established through the university Academic Honesty
Policy.

E. The number of allowed excused absences, or the amount of course work allowed for
accommodation will be identified by the faculty in the course syllabus. The number may
not be less than 25% of the class (attendance and/or course work) or greater than 50%
of the class.

II. Neither the content of this policy nor the circumstances described within are intended as a
blanket release from any default expectation of course attendance or participation as might be
described in a course syllabus. This policy exists to address extraordinary and exceptional
conflicts and not scheduling conflicts of a routine or repetitive nature. Similarly, there may
exist courses in which a specific delivery component (such as a field experience or other
critical content) is sufficiently necessary to maintain curriculum integrity that it may not be
possible to be successful in the course without completing that particular component. In such
cases, while an absence may be permitted and may perhaps result in an incomplete grade, a
student may still be required to make up that component at a later date in order to earn a
passing grade in the course. (Senator Pinch’s proposed amendment, 3/12 Senate meeting.)