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**SUBJECT: EXCUSED ABSENCE**

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- I. **PURPOSE:** To establish a university excused absence policy for students participating as representatives of Southern Utah University at academic events, artistic performances, or as an athlete, manager, trainer in NCAA intercollegiate competitions, as well as high profile students serving the university interests.
  
- II. **EXCEPTIONS:**
  - A. Practice or rehearsal for any event is not eligible for consideration as an excused absence. (Exception: When SUU is the institutional host for a Conference or NCAA Championship, student athletes from SUU may be permitted to miss class for practice; however, every effort should be made to schedule such practice at a time with minimum effect on missed classes.)
  
  - B. This policy excludes those academic endeavors that require the completion of a predetermined number of contact hours, as in clinical/lab/studio experiences, field placements or internships. In these instances, the maximum number of absences will be determined by the program director, department chair, or academic dean. This policy does not supersede program accreditation requirements.
  
  - C. In no case, should the number of consecutive days missed for an excused absence exceed 5 regularly scheduled school days.
  
  - D. No athletic events, except for Conference or NCAA Championships, may be scheduled during final exam periods.
  
  - E. Students who miss class due to jury duty, or who are complying with military or emergency law enforcement mandatory activities, are excused from class. However, students are still required to follow the procedures detailed below in Section III, Student Responsibilities.
  
- III. **STUDENT RESPONSIBILITIES**
  - A. Students shall inform their instructor of dates they will miss class due to an excused absence prior to the date of that anticipated absence. For activities whose schedules are known prior to the start of the semester, students must provide their instructors a written schedule during the first week of the semester showing days they expect to miss class. For other university excused absences, students must provide each instructor the earliest advanced notice of the classes they will miss.



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B. Make-up Work

- a. It is the responsibility of the student to request from the instructor an opportunity to complete missed assignments, activities, and labs prior to excused absences.
- b. Students are responsible for all material covered in classes missed, even when their absences are excused.
- c. Students should be aware that excessive absences, whether excused or unexcused, may affect their ability to do well in class.
- d. Any student who feels he or she has been treated unfairly concerning absences may appeal via the process described in Policy 11.4, Student Complaints.

IV. FACULTY RESPONSIBILITIES

- A. Upon request, instructors are responsible for providing students with an equitable opportunity to complete work prior to an excused absence.
- B. Instructors may not directly penalize students for participation points accrued during the excused absence.

V. PROCEDURE FOR SANCTIONING ACTIVITIES AS EXCUSED ABSENCES

A. Academic Events<sup>1</sup>

- a. Course related events must first obtain approval from the program's Department Chair and Dean.
- b. Other academic events or students serving the university interest<sup>2</sup> (conferences, department/major events, board of trustees meetings) must obtain approval from the sponsoring organization committee, advisor, Department Chair, Director, and appropriate Dean.

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<sup>1</sup> Academic events include competitions (related to a major or an academic department), fine arts performances, course-related field trips, and conferences associated with professional organizations and honor societies.

<sup>2</sup> Examples of events with students serving the university's interests include students working with the university efforts in recruitment, Board of Trustees or Deans Council Meetings, and NCAA Intercollegiate Athletic competitions (including student athletes, trainers, managers, and cheerleaders).



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- c. All sanctioned activities serving the university interests must obtain final approval from the Associate Provost.
  - B. NCAA Intercollegiate Athletic Competition must obtain approval from the Athletic Compliance Director, the SUU Athletic Director, and from the Associate Provost.
- VI. Students falsifying information in order to obtain a sanctioned excused absence or sharing information about a make-up examination with other students, is considered in violation of Policy 11.2 (Student Rights, Responsibilities and Conduct) and/or the Academic Honesty Section of the Student Handbook.<sup>3</sup>

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<sup>3</sup> Examples of university activities that will not be sanctioned as excused absences include sports clubs, intramural events, Greek activities (events/rushes), and career fairs.