

**Austin Peay State
University**

University Excused Absences for Students

POLICIES

Issued: December 15, 2020

Responsible Provost and Senior Vice President for Academic
Official: Affairs

Responsible
Office: Academic Affairs

Policy Statement

It is the policy of APSU to establish university approval for excused absences for students.

Purpose

The purpose of university excused absences is to permit students who participate in an institutionally scheduled activity or military duty to obtain an excused absence for class absences during the scheduled activity.

Procedures

When students are scheduled to participate in a university scheduled activity (for instance, athletic activity, band, or military event), class absences that fall during the activity (this time may include travel) shall be considered as excused absences. For students participating in Reserve Officers Training Corps (ROTC), field operations and exercises shall be considered excused absences if documented in a letter from the ROTC Commander. Although the students are excused from attending class, the students have the responsibility to check with the instructor to find out what work was missed. Course instructors shall make reasonable arrangements for students to make up assignments, quizzes and tests missed during the excused absence. These make-up activities shall be comparable to the missed assignment, quiz or test and shall not be graded for reduced credit or treated as a dropped grade.

Military affiliated students who are currently on active, reserve, or National Guard duty must submit documentation for short-term excused absences (typically two weeks or less) due to annual training, battle assemblies (drills), or field training exercises. The

documentation may include a memorandum signed by a unit commander with dates of above listed events and submitted to the course instructor. Upon confirmation by the Office of Financial Aid, military reserve and National Guard personnel who are called to active duty for extended periods of time can be allowed to withdraw, even if the deadline to withdraw from courses has passed, or to receive a grade of incomplete in any course in which the service member is enrolled.

The Athletic Director shall determine whether a class absence resulting from a particular athletic-related activity qualifies as a university-excused absence. The Academic Department Chairs shall determine whether a particular academic-related activity or career-related activity qualifies as a university-excused absence. ~~The Dean of Students~~ The Director for Community Care and Standards shall determine whether a particular student affairs-related activity qualifies as a university-excused absence. If a faculty member desires to have a class-related activity designated as a university-excused absence, s/he must request prior approval from his/her department Chair. Additionally, Department Chairs must request prior approval from the appropriate academic Dean. Once an activity has been granted excused status by an academic dean, the Athletic Director or the Director for Community Care and Standards ~~Dean of Students~~ (as may be appropriate), the excused absence policy will take effect.

When dual-enrolled high school students are scheduled to participate in a school or district sanctioned activity, class absences that fall during the sanctioned time shall be considered as excused absences. –Students must submit upon return to class documentation from the school principal or district representative that the absence was excused and the reason for the absence. This documentation should be written on the school or district letterhead and include the date and time of the activity in which the student participated. –Although the students are excused from attending class, the students are responsible for the work missed. –Students must be given the opportunity to make up assignments, quizzes, and tests that occurred during the excused absence and late assignments will not result in reduced credit or treated as a dropped grade.

Revision Dates

APSU Policy 2:041 – Rev.: December 15, 2020
APSU Policy 2:041 – Rev.: December 11, 2019
APSU Policy 2:041 (previously 3:034) – Rev.: April 20, 2017

APSU Policy 2:041 – Rev.: December 20, 2010
APSU Policy 2:041 – Issued: January 24, 2007

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file
