

## **University Excused Absences for Students**

### **POLICIES**

**Issued:** April 20, 2017

**Responsible Official:** Provost and Vice President for Academic

**Official:** Affairs

**Responsible Office:** Academic Affairs

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#### **Policy Statement**

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

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#### **Purpose**

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

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#### **Procedures**

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When students are scheduled to participate in an institutionally scheduled activity (for instance, athletic activity, band, or military event), class absences that fall during the sanctioned time (this time may include travel) shall be considered as excused absences. 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. Staff members 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.

The athletic director shall determine whether a particular athletic-related activity qualifies as a university-excused absence. The Academic Department Chair shall determine whether a particular academic-related activity or career-related activity qualifies as a university-excused absence. The Dean of Students 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 Dean. Once an activity has been granted excused status by an academic dean, the Athletic Director or the Dean of Students (as may be appropriate), the excused absence policy will take effect.

**Revision Dates**

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