



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	<b>POLICY NUMBER:</b> 100-05-05	<b>PAGE NUMBER</b> Page 1 of 3
	<b>CHAPTER:</b> Academic Affairs	
	<b>SUBJECT:</b> Catalog / Course Policies: Class Absence / Attendance	
<b>RELATED POLICIES:</b>          <b>OFFICE OF PRIMARY RESPONSIBILITY:</b> Office of Academic Affairs	<b>EFFECTIVE DATE:</b> TBD	
	<b>SUPERSESION:</b> TBD	
	 Dr. David Svaldi President	

## Class Absences / Attendance Policy – Undergraduate Students

### I. POLICY:

#### Excused Absence Notification Policy:

All excused absence verification (except for regularly scheduled athletics travel), shall be processed by the Office of Student Affairs. Upon verification of the excused absence, the Office of Student Affairs will notify each of the student’s instructors via email. The student must make up any missed assignments or examinations.

It is up to the professor’s discretion to let the student makeup any work missed by an absence, even those excused by the Office of Student Affairs. The student is responsible for talking to their professor(s) concerning any missed classes.

The following are absences that will be excused by the Office of Student Affairs (with required documentation):

- *Illness* - medical documentation required (note from doctor, emergency room verification, etc.).
- *Funeral* – funeral program, obituary notice.
- *Jury Duty* – must bring in documentation or jury service or jury summons form.
- *Mandatory Court Appearance* – must bring in a copy of court papers clearly stating date of appearance.
- *School Sponsored Activity* – must have letter from advisor stating group name, purpose, day and time for absence.
- *Military Service*
- *Post-Secondary School Interviews* – (i.e. graduate school, law schools) with appropriate documentation.

#### Travel to School Sponsored Activities:

The sponsor for each sport or activity (e. g.: Coach, Athletic Director, Theater Director, Faculty Sponsor for student clubs) shall provide each student participant with documentation describing the event necessitating absence from classes, identifying the particular student as a participant, the time and date of departure, and the time and date of return. The sponsor shall make sufficient copies for each participant to provide each of his/her instructors with a copy of the documentation. Student participants shall provide each instructor with individual copies of this documentation. The student participant must make specific arrangements with each instructor to make up any missed assignments or examinations at least 48 hours prior to departure.

For those activities in which the roster of student participants is fixed and there is an established travel schedule, the sponsor for that sport or activity may, at his/her discretion, provide participants with copies of the travel schedule and the travel roster at the beginning of each semester. For those activities that do not have fixed travel schedules and/or rosters, the activity sponsor must provide each participant with documentation identifying the student participants and travel schedule at least forty-eight hours prior to departure.

CHAPTER:	SUBJECT	POLICY #	Page 2 of 3
Academic Policy	Class Absence / Attendance	100-05-05	EFFECTIVE

II. PURPOSE:

The purpose of this policy is to provide guidelines for the situations when excused absences, should or should not be granted, and define the notification procedures which will be followed.

III. DEFINITIONS:

- A. Athletic Director: The individual responsible for the administration of ASC's athletics programs.
- A. Excused Absence: An absence for which there is a reason the college has identified as legitimate, and for which a student will be permitted to make up any missed work.
- B. Head Coach: The individual responsible for coaching a specific sport, and who oversees any assistants in that sport.
- C. Office of Student Affairs: Office responsible for coordinating all campus student services.
- D. Regularly Scheduled Athletics Travel: Travel by a sports team, or athletes in a sport to a competition, that has been pre-established as part of the season for that sport.
- E. Student Athlete: A student who is a member of a college sponsored sports team.

IV. PROCEDURES:

- A. Students missing class for travel to a school sponsored activity will follow the procedures for regularly scheduled athletics travel stated in I. Policy above.
- B. A student requesting an excused absence for any cause other than travel to school sponsored activities will provide the required documentation, cited in the policy, to the Office of Student Affairs.
- C. The Office of Student Affairs will verify the absence and notify all the student's instructors of the absence.
- D. The student will meet with the instructor to identify any missed work and establish a date for its completion.
- E. Student missing class for travel to school sponsored activities will meet with the instructor to identify any missed work and establish a date for its completion at least 48 hours prior to departure.

V. RESPONSIBILITY:

- A. The student is responsible for notifying the instructor of any regularly scheduled athletic travel using documentation provided by the coach or athletic director.
- B. The student is responsible for requesting an excused absence for other reasons from the Office of Student Affairs.
- C. The student is responsible for meeting with the instructor to identify any missed work, and for completing that work on a schedule determined by the instructor,
- D. The Office of Student Affairs is responsible for notifying instructors of any excused absences.
- E. The Instructor is responsible for determining the extent to which excused absences will be allowed if they do not fall into one of the approved categories, and for determining any work the student is to make up and the schedule on which it is to be completed.
- F. Coaches are responsible for providing travel rosters to students in advance of the travel according to the policy in section I.

CHAPTER:	SUBJECT	POLICY #	Page 3 of 3
Academic Policy	Class Absence / Attendance	100-05-05	EFFECTIVE

VI. AUTHORITY:

ASC General Catalog  
Office of Student Affairs policy

VII. HISTORY:

VIII. ATTACHMENTS: