

5.2.4.2 Excused Absences: (US: 11/11/85; 2/9/87) The following are defined as excused absences:

- A **Significant** illness of the student or serious illness of a member of the student's **household (permanent or campus) or** immediate family. The instructor shall have the right to request appropriate verification.
- B The death of a member of the student's **household (permanent or campus) or** immediate family. The instructor shall have the right to request appropriate verification.
- * Children of students are considered members of the immediate family (RC: 11/9/94)
 - * For the purpose of this rule, immediate family is defined as:
 - Spouse or child or parent (guardiant) or sibling (all of the previous include steps, halves and in-laws of the same relationship); and
 - Grandchild or grandparent
- C Trips for members of student organizations sponsored by an academic unit, trips for University classes, and trips for participation in intercollegiate athletic events. When feasible, the student must notify the instructor **prior to** the occurrence of such absences, but in no case shall such notification occur more than one week after the absence. Instructors may request formal notification from appropriate university personnel to document the student's participation in such trips.
- * Intercollegiate athletic events include club sports registered with the university as well as varsity sports. (RC: 10/18/00)
- D Major Religious Holidays. Students are responsible for notifying the instructor **in writing** of anticipated absences due to their observance of such holidays no later than the last day for adding a class.
- E Any other circumstances which the instructor finds reasonable cause for nonattendance. (US: 4/23/90)

Students missing work due to an excused absence bear the responsibility of informing the instructor about their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work. The instructor shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred. (US: 11/10/85 and RC: 11/20/87)

If attendance is required or serves as a criterion for a grade in a course, and if a student has excused absences in excess of one-fifth of the class contact hours for that course, a student shall have the right to petition for a "W", and the faculty member may require the student to petition for a "W" or take an "I" in the course. (US: 2/9/87; RC: 11/20/87)

- * If a student has an excused absence on a day when a quiz is given, the instructor may not deny permission for a makeup exam and simply calculate the student's grade on the basis of the remaining requirements. (RC: 8/20/87)

- * The language “The instructor shall give the student an opportunity to make up the work and/or the exam missed during an excused absence...” implies the student shall not be penalized for the excused absence. (RC: 8/25/95)
- * This rule applies to all graded work. (RC: 1/29/03)