



Florida A&M University School of Allied Health Sciences

EXCUSED ABSENCE POLICY

PURPOSE

To help ensure students are informed regarding requirements for submission and approval when seeking a valid excuse for class absence(s).

AUTHORITY

University Catalog - Class Attendance Regulations University Catalog: Student Consumer Rights and Responsibilities University Regulations: 2.013 – Due Process, Other Rights and Responsibilities Division Student Handbooks and Policy Manuals.

DEFINITION

An excused absence is defined as written authorization/approval from the Dean's Office of Student Affairs for a student's absence from an academic class/function without penalty.

POLICY/PROCEDURE

Excused absences are issued to students in order to prevent academic repercussions as a result of a legitimate life event. It is not designed to accommodate students who have not behaved responsibly. Per University policy, students can be excused for the following reasons:

- (a) Illnesses
- (b) Participation in activities, programs, and business as a University representative, and
- (c) Circumstances or emergencies that are deemed beyond the student's control.

The following procedural guidelines will be utilized in determining the appropriateness of a requested excused absence:

1. Students will notify their instructor concerning an event that may cause their absence from class, lab, clinical, or other related classroom activity.
 - Notice will occur as soon as the student is aware of the event.
 - Notice should be given in person when possible and by telephone and/or e-mail, if necessary.
2. All requests for excused absences must be made within five (5) school days after a student is physically able to return to school. Requests made after this period may not be considered.

3. In order to receive an excused absence from any class or related classroom activity (i.e. exam, quiz, or assignment) due to illness, appropriate documentation or statement on official letterhead from a health care provider is required. This statement must be clearly dated and signed by the health care provider, or designee. However, if the illness does not require medical service, the student must notify verbally or electronically the instructor as soon as possible if he/she is ill and is unable to attend class(es) or related classroom activity (i.e. exam, quiz, or assignment).
4. The student requesting an excuse for participating in University related activities, programs, or business will submit valid documentation (memo/letter/email/fax, etc.) from the appropriate department prior to being excused for missing class.
5. Student with a valid university business excuse should submit documentation for this event directly to the instructor for acceptance.
6. An instructor and/or director should be notified as soon as the student becomes aware that he/she will be absent from a class.
 - In situations involving a student missing multiple class(es) for reasons beyond his/her control, instructors are encouraged to assess the legitimacy of student's reason for missing class before directing the student to the Dean's Office of Student Affairs.
7. All requests for excused absences must be submitted directly to the Dean's Office of Student Affairs for approval. After review and if approved, the student will receive an excused absence form to submit to appropriate instructors. A copy of this form will be placed in the student's folder maintained by the appropriate division.
8. An excuse for a class absence (for a reason not listed in this policy) will not be approved without valid, written documentation.
9. Instructors will assist the student with any academic and/or personal arrangements (if requested) related to attendance. Such assistance will serve to facilitate continued positive academic performance.
10. Graduate students in need of an excused absence must contact their specific division director for approval. Refer to the Division Specific Student Policy Manual or Handbook for additional information.

Implementation date: 10/18/04

Revised: 8/21/17, 5/31/18