



Class Excuse

I. Introduction

Albany State University (ASU) expects students to attend all classes. The student undertakes full accountability for work missed due to an absence. Make-up work may be permitted at the discretion of the Instructor.

While absences are discouraged, ASU recognizes that, on occasion, students may have valid reasons for being absent. Students have the responsibility to discuss with instructors regarding all absences or anticipated absences. If sudden departure from the University (for an emergency or extraordinary reason) prevents a student from communicating with each of his or her instructors, the student is expected to notify the Division of Student Affairs within two (2) business days of the last date of attending class by completing the [Class Absence Notification Form](#), unless there are extenuating circumstances.

Note: No class excuse will extend beyond five (5) business days per semester.

In the event that any information contained within this policy conflicts with any Board of Regents (BOR) policy, the BOR policy controls.

II. Policy

Student Absence Due to Medical Reasons – Expectations, Rights, and Responsibilities

A student may be absent from class on occasion due to medical reasons. The following statement intends to describe the expectations, rights, and responsibilities of all involved including students, Division of Student Affairs, and Instructors. The information is intended to give students better direction as to how they should proceed to notify Instructors when they are ill and need to be absent from class and what kind of documentation they should provide and to whom. The information is also intended to provide some guidance to students when they seek the supporting documentation from their health care provider in terms of what kinds of documentation is needed and how it will be handled once provided. The information is intended to provide Instructors information that will be more useful to them in determining the student's options for making up the work or understanding the implications on their grade in the class.

- 1) Students: Expectations, Rights, and Responsibilities
 - a. Students who need to miss class due to medical reasons should be aware of the following:
 - i. If ill, and possibly contagious, students are expected to take appropriate action including not coming to class and seeking medical treatment.

- ii. Students have the right to expect that their privacy will be protected under FERPA but they must follow proper procedures in order to ensure that health care information is kept private.
 - iii. Students are responsible for seeking medical attention and for obtaining official supporting documentation from the medical provider that would include the following minimal information:
 - 1. Name of medical facility where treatment occurred. The medical documentation must be on official letterhead or hospital stay;
 - 2. Date(s) of the visit or hospital stay;
 - 3. Expected duration of recovery;
 - 4. Sufficient information from the medical facility indicating whether the class absence is recommended or required;
 - 5. Students are responsible for providing the documentation to the Division of Student Affairs where it will be treated and handled confidentially with necessary information being submitted to the student's instructors for that term. Requests must be submitted in writing using the [Class Excuse Request Form](#). It is expected that students will provide sufficient information to the Division of Student Affairs to consider the request
- 2) Division of Student Affairs: Expectations, Rights, and Responsibilities
- a. The Division of Student Affairs keeps electronic record of all class excuse requests received. These records are kept in a secure database which allows for requests to be pulled into a spreadsheet and then reviewed individually as needed. All information provided will be treated in a confidential manner. The medical documentation received must encompass sufficient information to ensure that the dates of illness or treatment for the illness occurred.
 - b. The Division of Student Affairs will share sufficient information with appropriate instructors as to help determine whether the illness was of sufficient concern that missing class was recommended or required.
 - c. The Division of Student Affairs will answer questions that Instructor may have if they are unclear about what to do with the information.
- 3) Instructors: Expectations, Rights, and Responsibilities
- a. In regard to supporting students who need to miss class due to medical reasons, instructors are expected to remain aware of the following:
 - i. It is the responsibility of the Instructors to respect the student's right to confidentiality and understand that medical documentation will be handled by the Division of Student Affairs in an appropriate manner.
 - ii. It is expected that Instructors will not ask the student directly for medical documentation. If it is provided without being requested, the Instructors should return it to the student or destroy it.
 - iii. Instructors are expected to:
 - 1. Work with the student to make up the missed assignments, when possible.
 - 2. Work with the student to find alternatives, if possible, if the assignments missed cannot be made up.
 - 3. Do so within a reasonable timeframe.

Student Absence Due to Personal Emergencies – Expectations, Rights, and Responsibilities

A student may miss class on occasion due to personal emergencies (e.g., death of an immediate family member, family crisis, etc.).

- 1) Students: Expectations, Rights, and Responsibilities
 - a. Students who need to miss class due to personal emergencies should remain aware of the following:
 - i. Supporting documentation is required by the Division of Student Affairs. This could take the form of an obituary or other type of third-party document that would include a date and possibly some type of explanation for the absence.
 - ii. The length of the absence needs to be clear as part of the documentation.
 - iii. Students have the right to expect that their privacy will be protected under FERPA
- 2) Division of Student Affairs: Expectations, Rights, and Responsibilities
 - a. In regard to supporting students who need to miss class due to personal emergencies the Division of Student Affairs will remain aware of the following
 - i. The Division of Student Affairs will serve as the collection point for documentation and treat it in a confidential manner
 - ii. The Division of Student Affairs will share sufficient information from the documentation with appropriate instructors to ensure that the dates of the incident or event are clear and that it was a severe enough life interruption to cause absence from class.
 - iii. The Division of Student Affairs will answer questions that Instructor may have if they are unclear about what to do with the information
- 3) Instructors: Expectations, Rights, and Responsibilities
 - a. In regard to supporting students who need to miss class due to personal emergencies Instructors are expected to remain aware of the following:
 - i. It is the responsibility of the instructors to respect the student's right to confidentiality and understand that the documentation will be handled by the Division of Student Affairs in an appropriate manner.
 - ii. It is expected that instructors will not ask the student directly for documentation. If it is provided without being requested, the instructors should return it to the student or destroy it. Depending upon the kind of documentation it is, there could be other information in it that could compromise the privacy of others, including other family members.
 - iii. Instructors are expected to:
 1. Work with the student to make up the missed assignments, when possible.
 2. Work with the student to find alternatives, if possible, if the assignments missed cannot be made up.
 3. Do so within a reasonable timeframe.

Other Eligible Circumstances

Pending supporting documentation is provided by the student, the Instructor may consider providing a class excuse for any one of the following cases:

- 1) Dual-Enrolled High School Students: Dual-enrolled students who may miss class due to an event hosted at their high school (i.e., athletic event, class presentations, etc.) must notify their instructor at least (3) business days in advance and follow those specific instructions that are documented in their respective course syllabus. Dual-enrolled students will also be required to present documentation of these events from their high school principal, counselor, or other school administration

- 2) Official University Business: Trips for members of the 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 at least three (3) business days prior to such absences. Instructors may request formal notification from appropriate university personnel to document the student's participation in such trips.
- 3) Religious holidays: Students are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays at least three (3) business days prior to such absences.
- 4) Subpoena for jury duty / court appearance: Students are responsible for notifying the instructor in writing upon receiving the official notice to serve
- 5) Other: Any other reason the instructor deems appropriate, to include required absences for dual-enrolled high school students.

Students should adhere to instructor syllabus and/or programmatic handbook (for dual-enrolled high school students, professional or health occupation programs, etc.). The policies set forth in these documents will supersede the aforementioned institutional class excuse policy

III. Applicability

ASU Faculty and Staff
ASU Students

IV. Accountability

Albany State University Office of Academic Affairs
Albany State University Division of Student Affairs

V. Contacts

Albany State University Provost and Vice President of Academic Affairs
Albany State University Vice President for Student Affairs

VI. References

References, if any.

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