

### **Proposed Excused Absence Policy:**

Instructors' policies govern how many excused absences will be allowed and how these excused absences will be handled in their classes. However, certain absences are often considered legitimate:

Scheduled absences (known in advance at the start or within the first 2 weeks of the semester):

- Religious observance where the nature of the observance prevents student from attending class
- Scheduled necessary medical procedures
- Participation in intercollegiate athletic competitions
- Functions or performance activity related to academics (e.g., music, debate, workshop, academic conferences, etc.)

FOR FACULTY HANDBOOK COPY: Faculty are strongly encouraged to publish as part of the course syllabus and/or discuss during the initial class session how many excused absences will be allowed, any mandatory, unrepeatable components of the course, and the expected procedure for requesting and obtaining approval for scheduled absences.

Students are required to notify the faculty by no later than the end of the Drop-Add period the first week of the semester of potential scheduled absences and determine with the faculty if mutually acceptable alternative methods exist for completing the missed classroom, lab, clinical/field or other required activities. This allows students to drop the course if it is determined that missed academic activities cannot be rescheduled in a reasonable fashion or that the absences would prevent adequate mastery of the material. Students are to submit verification of scheduled absences to the faculty by no later than the first class period of the second week of the semester.

Unexpectedly rescheduled absences (initially scheduled for one time, then changed with limited notice) and unforeseeable unscheduled absences (compelling verifiable circumstances beyond the student's control):

- Inclement weather postponement of the event or postponement and rescheduling of the event by external parties [e.g., illness of featured speaker] (verified by event coordinator)
- Activity season extended due achieving berth in playoffs (verified by athletic director)
- Death in immediate family (verified by funeral director and/or copy of obituary)
- Jury duty or court-ordered appearance (verified by clerk of the court)
- Disaster services or armed services activation for duty (verified by copy of official notification)
- Student illness or injury (verified by health care provider)
- Other unavoidable compelling verifiable absence

Students are to notify the faculty of each unexpected absence and determine with the faculty if mutually acceptable alternative methods exist for completing or demonstrating mastery of missed learning activities within 1 week of becoming aware of the projected absence. If required by the faculty, students are to submit

verification of any absence to the faculty prior to the absence if possible and upon return to class if not possible prior to the absence. Faculty may consider the absence as unexcused if the student fails to comply with published notification and verification timeframes or procedures.

Example statement for syllabus:

Students are expected to become familiar with and to comply with the JMU Excused Absence Policies and Procedures viewable at [link to Policy webpage](#). Students are to submit verification of unexpectedly rescheduled or unforeseeable unscheduled absences to the faculty prior to the absence if possible and upon return to class if not possible prior to the absence. The faculty will consider any absence unexcused if the student fails to comply with these timeframes and procedures.

Example statement for syllabus:

All clinical practice site orientation sessions are mandatory and cannot be rescheduled; students who are not present for each orientation session in its entirety will be withdrawn from enrollment in the course. Students are to follow the JMU Excused Absence Policies and Procedures viewable at [link to Policy webpage](#) if absent from all other required learning activities during this course.