



## STUDENT EXCUSED ABSENCE GUIDELINES

### Duration of Absence

A student may request no more than three academic days of excused absences per semester. In total, excused and unexcused absences shall not exceed five academic days per semester. Absences exceeding five academic days per semester may require a student to request a Leave of Absence or a Withdrawal. Please contact the Office of Academic Affairs for further information on these options.

### Nature of Excused Absences

- Bereavement (*first-degree relative*)
- Immigration & Naturalization
- Jury Duty
- Legal (*court ordered appearance*)
- Medical (*Self or Family*)
- Military Duty
- Professional Leave (e.g. *conferences, presentations/posters, competitions, or residency interview, and requires advance notice of at least 10 business days prior to event's start date plus verification of good academic standing*)
- Traffic Accident (*documented by law enforcement report*)

### Good Academic Standing Criteria

- GPA of 3.0 or higher
- No academic alerts in current semester
- No outstanding professionalism charges

### Approval Guidelines for High Stakes Absences

- Nature**  
The nature of the absence is listed under the Nature of Excused Absences to the left. The Course Coordinator can choose to exclude excusing Professional Leave for High Stakes Absences.
- Urgent & Necessary**  
Issue demanded immediate attention by the student to avoid significant harm or loss. Staying home or scheduling a medical visit for a routine cold, flu, nausea, migraine, dental visit, physical, annual exam or other nonemergency illness generally does not satisfy this criterion.
- Unavoidable**  
Student demonstrated that the absence could not be anticipated nor avoided by way of rescheduling.
- Timely Communication**  
Student reached out in writing/email directly to the Course Coordinator as soon as it was possible and safe to do so, providing preliminary details of the nature and urgency of the absence. This was done in advance of the absence (if possible).
- Well-Documented**  
A fully completed Excused Absence Request Form and written documentation demonstrating in detail the above criteria was submitted no later than 3 business days after the student returned to any course or campus. Student responded to request for additional documentation in a timely manner and no later than 48 hours following each request made. Student notified Course Coordinator immediately upon his/her return to campus.