



Excused Absence Policy

Policy and Procedure

Section 1. Purpose and Scope

On occasion, students may be absent from class or miss exams and assignments due to personal, family or medical reasons. Students are encouraged to make their own decisions regarding their health and ability to complete class requirements. As such, attendi

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achievement. Instructors may set their own standards for what constitutes

encouraged to connect students who have an unexpected short term situation/emergency with the Division

information. Subsequently, the Division of Student Success or Student

Absences Due to Religious Beliefs

- Any student who is unable, due to their religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from that activity. They will be given the opportunity to make up missed work with no adverse or prejudicial effects.

Absences Due to Administrative Process

- In some cases, students will be absent from classes based on required participation in an administrative processes. These cases will be communicated through the Division of Student Success. While rare, these are expected to be honored with minimal disclosure of information.

Unexcused Absences

- Faculty members are under no obligation to allow students to complete work missed from unexcused absences. Faculty may have attendance policies that result in penalties that harm course grades. Students who abuse the excused absence policy by consciously misrepresenting to the instructor the reason for the absence will be considered to have committed academic misconduct. Examples of abuse include falsifying an illness or family emergency, falsely claiming that attendance at the event is required, falsely claiming to have attended an event, or falsely claiming that an absence has been approved by university officials. If an instructor

determines that a student is guilty of an abuse, the instructor should treat it as they would any other instance of breach of academic integrity.

Related Information

Further information on leaves of absences and withdrawals can be found at

<https://www.clarku.edu/success/resources/absences-and-leaves/>.

History/Revision Information

Responsible Office/Division: Division of Student Success

Effective Date: July 12, 2023

Last Amended Date: July 11, 2023

Next Review Date: July 1, 2024