

## **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

ing students excuses from class, exams or assignments. While campus partners are happy to work with faculty and staff in supporting students and understanding reasons for absences, federal regulations maintain that a student has a right to privacy. These federal regulations prohibit the disclosure of personal and health information of students and therefore, faculty and staff cannot mandate students to provide proof of medication conditions or disability.

Please Note: Students who are working either with Clark University Division of Student Success, on a Medical Leave of Absence, or with College Board, on a petition for special action or otherwise, may be requested to provide verification of medical conditions or disabilities. Also, for students with disabilities, the Students Accessibility Services will obtain appropriate documentation required for implementing accommodations and can serve as a resource for faculty with questions.

### **Section 2. Definitions**

Instructor Responsibilities include:

o At the beginning of each course, it is highly encouraged that the instructor provide students in class a written copy of the policy specifying the role of

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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**

O 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**

o 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, thec5nhy are expected to be honored with minimal disclosure of information.

#### **Unexcused Absences**

o 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 beconsciouslmisrepresenting 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 b 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