EXCUSED ABSENCES

Absence for Activities

An instructor must make provision for excused absences from class. However, if a student elects to be absent from a class without being excused, he/she must be prepared to accept an evaluation for any graded activity, consistent with course requirements, that takes place at that session. Students shall be held responsible for all materials covered in classes.

Absence from class for the purpose of engaging in a university-sanctioned activity is to be considered an officially excused absence. These sanctioned activities include such extracurricular functions as theatrical and musical productions, intercollegiate sporting events, etc. The policy also extends to absences resulting from students’ participation in course-required field trips. All faculty should receive a schedule of the games and a roster of team members.

Faculty are strongly encouraged to indicate on their course syllabus the manner in which the work missed as a result of these excused absences may be made up.

Approved Academic Dean’s Council – full text available in the Faculty Handbook on the Faculty Information System (www.info.ship.edu).