

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **28-Jun-18** Curriculum Bulletin _____

Effective Date **Fall 2019** Approved by EPC _____

Department **Division of Student Affairs**
College _____
Proposal **Revise Policy**
Proposal Name **Class attendance/absence policy - revision**

Description of proposal:

The proposed revision attempts to provide greater clarity to the Class Attendance/Absence policy (3-01.2), particularly with regards to the medical illness/injury section, by articulating more specifically what constitutes a "medical illness/injury" and what constitutes appropriate medical documentation. Additionally, minor revisions clarify procedures with regards to some sponsored activities.

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

The revision to the medical illness/injury section of the policy, is intended to assist instructors and students as to what constitutes a medical illness/injury, and the expected documentation to support that illness/injury.

Units consulted (other departments, programs or campuses affected by this proposal):

The Division of Student Affairs, namely the Student Ombuds office, University Health Services, and Student Accessibility Services, participated in the revision process, along with Collegiate Athletics, the General Counsel's office, and a faculty/staff representative from Stark Campus, and various faculty offered input.

REQUIRED ENDORSEMENTS

Department Chair / School Director

____/____/____

Campus Dean (for Regional Campuses proposals)

____/____/____

College Dean (or designee)

____/____/____

Dean of Graduate Studies (for graduate proposals)

____/____/____

Senior Vice President for Academic Affairs and Provost (or designee)

____/____/____

Proposal Summary—Revision of Policy 3342-3-01.2 Administrative Policy Regarding Class Attendance and Class Absence

Subject Specification:

The primary purpose of the proposed revision is to provide greater clarity to the Class Attendance/Absence policy (3-01.2) particularly with regards to the medical illness/injury section.

Background Information:

Currently, the medical illness/injury section of the Class Attendance/Absence policy provides little clarity as to what constitutes a medical illness/injury that would warrant a student's absence from class, and what is expected from a medical provider in regards to documentation of the medical illness/injury. The proposed revisions are intended to provide that clarity.

The Division of Student Affairs endorses these revisions as they align with its mission to, among other things, “enhance the educational process,” by assisting both faculty and students in understanding the expectations relative to students' class absences due to medical illness/injury.

The Division of Student Affairs supports these revisions that will benefit students and faculty by clarifying what constitutes a medical illness/injury, and what the expectations are of the medical documentation supporting the class absence relative to a medical illness/injury.

There is no anticipated fiscal or staffing needs for this revision.

Alternatives and Consequences:

If not approved, the current policy will remain in effect.

Specific Recommendation and Justification:

See attached proposal (underline and strikethrough) for the specific action and wording of the proposed revisions. See above for justification.

Timetable and Actions Required:

1. Approval by EPC
2. Submitted to Cabinet for review
3. Review by Faculty Senate
4. Revision enacted effective for beginning of Fall semester 2019

Marked-Up Version: 3342-3-01.2 Administrative policy regarding class attendance and class absence

- (A) Purpose. Regular attendance in class is expected of all students at all levels at the university. While classes are conducted on the premise that regular attendance is expected, the university recognizes certain activities, events, and circumstances as legitimate reasons for absence from class. This policy provides for accommodations in accordance with federal and state laws prohibiting discrimination, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, and its implementing regulation, 34 C.F.R. Part 104; Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. §12131 et seq., and its implementing regulations, 28 C.F.R. Part 35; as well as university policy 5-16. This policy describes the procedures for requesting and responding to legitimate absences.
- (B) Class attendance. The individual instructor has both the responsibility and the prerogative for managing student attendance. The instructor's policy regarding attendance for each course should be written in the course syllabus and communicated to students during the first week of the term. The policy may take alternate forms within the bounds of appropriate instructional techniques.
- (C) Class absence. Legitimate reasons for an "excused" absence include, but are not limited to, illness and injury, disability-related concerns, military service, death in the immediate family, religious observance, academic field trips, and participation in an approved concert or athletic event, and direct participation in university disciplinary hearings. [Students and/or faculty may contact the office of the student ombuds with concerns of excessive absences.](#)
- (D) Academic requirement. Even though any absence can potentially interfere with the planned development of a course, and the student bears the responsibility for fulfilling all course requirements in a timely and responsible manner, instructors will, without prejudice, provide students returning to class after a legitimate absence with appropriate assistance and counsel about completing missed assignments and class material. Neither academic departments nor individual faculty members are required to waive essential or fundamental academic requirements of a course to accommodate student absences. However, each circumstance will be reviewed on a case-by-case basis.
- (E) Informal resolution should first be attempted between individual instructors and students in the event of any attendance-related concerns. If informal resolution is unsuccessful, the following offices, with respect to that office's purview, can provide assistance and guidance on attendance concerns, and instruction on filing a grievance: student ombuds, student accessibility services (SAS), or equal opportunity and affirmative action.
- (F) Student responsibilities: In addition to this policy, students are responsible for following the procedures and policies of the respective offices from which they are seeking assistance, e.g. student accessibility services, the student ombuds, etc. In all instances of absences, students shall be responsible for all material covered in class during their absence. Students are responsible for completing any makeup work resulting from their absence. In no case is an excuse from class to be interpreted as a release from class responsibility.
- (G) General procedures and responsibilities for requesting and determining legitimate class absence:
- (1) Instructors shall:
 - (a) Inform student about assignments to be made during the absences, and make alternative suggestions for acquisition of the material missed.
 - (b) Provide reasonable opportunity for a makeup examination and/or assignment if a legitimate absence occurs on an examination day and/or a day when an assignment is due. In the extraordinary circumstance where it is not feasible to offer a makeup examination and/or assignment, some acceptable alternative must be provided.
 - (c) Resolve conflicts arising from a legitimate absence as provided in this rule through appropriate administrative channels.
 - (2) Students shall:
 - (a) Follow the documentation procedures set forth below.

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- (b) Notify their instructors as soon as possible of class absences [or anticipated class absences](#).
- (H) Procedures and responsibilities for requesting an [excused](#) absence due to attendance at a sponsored activity. For the purposes of this rule, “sponsor” refers to the organizer of the activity or event.
- (1) Sponsors shall:
 - (a) Provide a list to each participant of all approved events that might involve student absences from classes. The list should be given to the participants at or before the first scheduled class, activity, or field trip of the semester, or before the end of the second week of the semester, whichever occurs first. In cases where the date and time of the scheduled activity is not known within this time frame, approval to schedule an event which will result in student absences must be secured from the administrative officer directly above the sponsoring unit; e.g., college dean, director of athletics, etc.
 - (b) Provide each participating student with a [hard-copy](#) signed “class absence authorization form” [or electronically notify each instructor](#) for each of the student’s affected classes at the time the list of events is distributed.
 - (c) Coordinate resolution of conflicts with instructors.
 - (2) Instructors shall:
 - (a) Refer to paragraph (G)(1) of this rule.
 - (3) Students shall:
 - (a) Provide the sponsor of the activity with a list of classes [that which](#) conflict with the proposed activity or field trip. This list should be presented at or before the first scheduled class or activity meeting that causes the conflict.
 - (b) Present a “class absence authorization form” to instructors in all affected courses and return the signed “class absence authorization form(s)” to the sponsor of the activity before the end of the second week of the semester. [An electronically processed absence form sent from the sponsor to the affected instructors is acceptable in lieu of the paper form.](#) ~~In the event the absence is due to illness or injury, verification from the health center or other medical officer should be presented to the instructor.~~
- (I) Procedures and responsibilities for requesting an [excused](#) absence due to a disability. Under no circumstances are students solely responsible for the resolution of such conflicts arising from disability-related absences.
- (1) Instructors shall:
 - (a) Communicate and collaborate with student accessibility services (SAS) in the event of a student’s attendance accommodation due to a disability.
 - (b) Refer to paragraph (G)(1) of this rule.
 - (2) Students shall:
 - (a) Consult with student accessibility services (SAS) if frequent or prolonged absences are anticipated due to a disability.
 - (b) In consultation with student accessibility services (SAS), and in accordance with their attendance policy modification, provide their instructors, each semester, with a SAS-issued accommodation document, which may be presented to the instructor in lieu of verification from a medical provider.

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- (c) Contact their instructor as close to the beginning of the semester as possible to discuss the attendance modification accommodation.
- (J) Procedures and responsibilities for [an excused](#) absence due to medical illness/injury. [For purposes of this rule, medical illness or injury involves a condition that is serious enough that the student is unable to attend class.](#)
- (1) Instructors shall:
- (a) Refer to paragraph (G)(1) of this rule.
- [\(b\) Maintain these records for one year following the completion of the course.](#)
- (2) Students shall:
- (a) [Present to the course instructor the “medical documentation form-class absence” provided by the university \(available on the student ombuds webpage\) or, alternatively, documentation from their medical provider that includes the following information: ~~Provide verification from their medical provider.~~](#)
- (i) [Date\(s\) of illness](#)
- (ii) [Confirmation that the student experienced, or is experiencing, a medical condition serious enough to warrant absence from class](#)
- (iii) [Medical provider’s name and address of the medical facility](#)
- (iv) [Medical provider’s signature and date of signature](#)
- [\(b\) Present the documentation to the course instructor immediately upon their return to class.](#)
- ~~(c)(b)~~ Refer to paragraph (G)(2) of this rule.
- (K) Procedures and responsibilities for requesting an [excused](#) absence due to religious observation.
- (1) Instructors shall:
- (a) Refer to paragraph (G)(1) of this rule.
- (2) Students shall:
- (a) Notify the instructor as close to the start of the semester as possible of any scheduled classes that conflict with observed religious holidays.
- (L) Procedures and responsibilities for requesting an [excused](#) absence to perform military service.
- (1) Instructors shall:
- (a) Refer to [paragraph \(G\)\(1\) of this rule.](#)
- (2) Students shall:
- (b) Notify the instructor as close to the start of the semester, or as soon as possible, of any scheduled classes that conflict with military leave.
- (b) Consult the office of the university registrar in the event a prolonged absence is anticipated.

Policy Effective Date: _____

Policy Prior Effective Dates: 11/4/1977, 9/13/1979, 10/26/1979, 2/14/1983, 1/30/1985, 7/10/1985, 9/7/1988, 1/29/1992, 9/19/2005, 6/01/2007, 1/13/2014, [3/1/2015](#)

Related Forms:  [Class-Absence-Authorization-Form-2014.pdf](#)

Medical Documentation Form - Class Absence

This form is to be completed by the student's medical provider documenting a **serious** illness that necessitates the student's absence from class. Please note that for chronic or ongoing medical concerns, the student should seek assistance from the office of Student Accessibility Services (www.kent.edu/sas). Additionally, if the medical provider believes the student may be absent from class for an extended period of time, please contact the Student Ombuds at (330) 672-9494.

STUDENT INFORMATION	
Student Name:	KSU ID:
KSU e-mail:	Phone #:

MEDICAL PROVIDER INFORMATION	
Dates of absence: Yes / No (circle one): I attest that the student named above experienced, or is experiencing, a medical condition serious enough to warrant absence from class on the dates listed above.	
Provider name:	
License or certification:	National Provider Identifier:
Address of medical office/facility:	
Office phone number:	
Signature:	Date:
Additional information:	

Once completed by the medical provider, the student should submit this document to their instructors verifying medical reasons for their class absence(s).

Selected schools' class Attendance/Absence policies & procedures:

In general, most, if not all universities selected below have some verbiage that gives deference to instructors in establishing expectations for class attendance/absence. Additionally, most institutions emphasize the importance of class attendance, and make the point that a student's absence does not excuse them from the required coursework.

Peer Institutions:

Georgia State University:

- In addition to university-sponsored activities, legal obligations, and religious obligations, "it is suggested that faculty give due consideration to absences relating to the following events: A. Death or major illness in student's immediate family B. Illness of a dependent family member C. Illness that is too severe or contagious for students to attend class."
- No documentation criteria are suggested.

University of Houston:

- Excused absences are recognized for university sponsored activities, religious observances, and military service.
- No mention of illness, injury, or medical excuses.

Ohio University:

- If students are hospitalized at the local hospital, they can "request that your instructor call Student Health Service to verify your hospitalization" (I'm assuming the local hospital and the SHS have some agreement; local hospital is not affiliated with the university).
- If students receive outpatient care at SHS, they can provide written permission for information to be released, and request that their instructor call to verify that they received outpatient care.
- If students receive medical care from someplace other than SHS, they are required to "provide verification of the dates [they] received care."

Western Michigan University:

- No policy/procedure found

University of North Texas:

- "In case of an illness that will require absence from class for more than one (1) week, the student should notify his or her faculty member."

Utah State University:

- "Injury, illness, or medical condition/status that is too severe or contagious for the student to attend class." This is further defined:
 - o Injury/illness of 3+ days – students should obtain a medical confirmation note from their medical provider. "The medical confirmation note must contain the date and time of the visit for the injury or illness and the medical professional's confirmation of needed absence."
 - o Injury/illness <3 days – faculty may require confirmation of injury/illness, and medical documentation should affirm date/time of visit.

Aspirational Institutions:

Clemson University:

- Students requesting an excused absence need to submit a written request to the Student Services Coordinator. "Medical excuses will require the name of the doctor, nurse or medical facility that can confirm your visit."

Selected schools' class Attendance/Absence policies & procedures:

Penn State University:

- Students may request medical absence verification from Univ. Health Services (UHS) for "significant prolonged illnesses or injuries lasting at least a week resulting in absence from classes." [NOT for "minor or routine illnesses or injuries, such as colds, and flu-like or gastrointestinal illnesses."]
- If student sought medical attention outside the university for a significant, prolonged illness, student "must provide appropriate documentation to UHS director ..."

University of South Florida:

- Students submit a Verification of Care Form, either from the university's Student Health Services (SHS), although only "if we are involved in your medical care for three or more days, or in limited cases of severe illness/injury if medically indicated."
- "If a patient receives care for their illness or injury from a non-SHS medical provider, they must obtain a "Verification of Care" note from the medical provider who provided the care."

Temple University:

- Students can request the Dean of Students send a class absence note in the case of unexpected situations. "The Dean of Students does not require documentation by provided, but the instructor might."

Virginia Commonwealth University:

- The only university recognized reasons for absence are religious observances and short-term military training.
- Otherwise, "Students must be informed in writing of the attendance requirements and the corresponding consequences of poor attendance for the courses and/or program in which they are enrolled. ... Students having attendance problems should contact the instructor to explain the reasons for nonattendance and to discuss the feasibility of continuing in the course."

Other Universities:

Youngstown State University:

- In the event the absence was due to illness or injury, verification from a health center or medical professional should be presented to the instructor. If the illness was not severe enough to warrant a medical visit, instructors should use their best judgment in determining if it should be excused.

Miami University:

- Faculty encouraged to "work with students who miss class due to death in the family, serious illness or other critical circumstance." In these situations, students are instructed to contact the Dean of Students office.

University of Toledo:

- Students must provide documentation of reason for the absence (e.g. funeral director's or funeral program, doctor's "return to work" slip, etc.).
- For unexpected emergencies, including "... an emergency room visit, the student must let the instructor know by UT e-mail what is happening as soon as is reasonably feasible after the missed class for the absence to be excused."

Georgia State Univ. -

https://codeofconduct.gsu.edu/files/2018/03/2018_March_Student_Code_of_Conduct.pdf (pg. 29-30 Student Code of Conduct)

C. Policy on Class Attendance

The resources of the university are provided for the intellectual growth and development of its students. The university expects each student to take full responsibility for his or her academic work and academic progress. Students are expected to attend classes in order to gain command of the concepts and materials of their courses of study. ...

In addition, it is suggested that the faculty give due consideration to absences relating to the following events: A. Death or major illness in student's immediate family B. Illness of a dependent family member C. Illness that is too severe or contagious for students to attend class.

Univ of Houston <http://publications.uh.edu/content.php?catoid=25&navoid=8895>

Class Attendance

Properly enrolled students are required to attend the first day of class. Failure to attend may result in the student being dropped from the class.

The university has no specific policy regarding the number of excused absences, but expects students to attend class regularly. Students whose absences are determined by their instructors to be excessive may be dropped from the course. Unavoidable absences should be reported to the instructor as soon as possible.

Absences caused by participation in a campus-sponsored activity are considered official if the sponsor of the activity has received approval from the appropriate university administrator. Students must make up the work missed even though the absences are official.

Related policies:

[Excused Absence for Military Service](#)

[Religious Holy Days](#)

Ohio University -

<http://www.catalogs.ohio.edu/content.php?catoid=41&navoid=2622#Attendance>

Class Attendance Policy

The weight given to class attendance in determining your grade is an academic matter; thus, all instructors are responsible for their own attendance policies. Though your instructor will state

specific attendance requirements during the first week of classes each semester, the University does expect you to attend classes regularly.

Excused Absences. Although instructors' policies govern how excused absences will be handled in their classes, certain absences are considered legitimate by the University. These include illness, death in the immediate family, religious observance, jury duty, and involvement in University-sponsored activities.

If you are returning to class after a legitimate absence, you can expect your instructors' assistance (makeup work, excused absences, recalculation of the student's grade based on remaining work) within the limits of their established attendance policies. There are occasions when the size or the nature of the course makes it necessary to limit the number of excused absences or the availability of makeup work, particularly for examinations or such special events as field trips or outside speakers. Such limitations should be explained in the instructor's attendance policy at the beginning of each course. If you are involved in University activities that may conflict with your class schedule, check with your instructor as early as possible to make satisfactory arrangements. You may document reasons for your absence as follows:

If you are participating in an authorized University activity (departmental trip, music or debate activity, ROTC function, or athletic competition), you can obtain notification from the sponsoring office. If you are hospitalized at O'Bleness Memorial Hospital, you are not issued a notification of class absence. However, you may request that your instructor call the Student Health Service to verify your hospitalization. If you receive outpatient care at the Student Health Service, you will not be issued a notification of class absence. However, if you give written permission for the information to be released, you may request that your instructor call for verification that you received outpatient care. It is assumed that, whenever possible, you will visit the health service as an outpatient without missing class.

If you receive medical care from personnel or facilities other than the Student Health Service, you are required to provide verification of the dates you received care.

If your grade has been affected by a legitimate absence or absences that your instructor does not excuse, you may appeal through the normal grade appeal process (first through the instructor, then the department chair or school director, and then the dean of your college). If satisfaction is not achieved through this process, the dean will appoint a faculty committee of five members, including the chair or director of the department or school in question, to consider your case and render a decision. The decision of this committee is not subject to further appeal.

...

University of North Texas

https://policy.unt.edu/sites/default/files/06.039_StudentAttendance_2016.pdf

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IX. Student Absence Due to Illness. In case of an illness that will require absence from class for more than one (1) week, the student should notify his or her faculty member.

Responsible Party: Students, faculty.

Utah State University <http://catalog.usu.edu/content.php?catoid=12&navoid=3160>)

Attendance & Excused Absences

Introduction

Instructors set course content and structure and are responsible for determining if a student has met the minimum requirements for completion of the course. The university views class attendance as an individual student responsibility. Students are expected to attend class and to complete all assignments in accordance with individual instructor and course policies.

The excused absence policy does not guarantee that a student's absences from a course will not negatively impact his or her success in the course. Furthermore, it is the student's responsibility to ensure that excused absences do not conflict with clearly established instructor policies on course attendance and participation.

There are multiple mechanisms that should be considered if absence from a class is necessary:

Incomplete (I) Grade: If a student is unable to complete all of the coursework because of extenuating circumstances, a grade of "I" (Incomplete) may be submitted by the instructor. Refer to Incomplete policy for details.

Withdrawal: Students may drop courses without notation on the permanent record through the first 20% of the class (i.e. 3 weeks of a 15-week term). If a student drops a course after that initial grace period, a "W" will be permanently affixed to the student's record. After 60% of the class is completed (i.e. 9 weeks of a 15-week term), the student's academic advisor must sign any drop request, and a "W" with a grade assigned by the instructor will be entered on the student's permanent record. Under normal circumstances, a student may not drop a course after 75% of the class is completed. (Check General Catalog for exact dates.)

Excused Absence: An absence may be excused for the reasons and in accordance with the procedures outlined below. Students who are requesting an excused absence are expected to uphold the Student Code of Conduct.

...

Injury, Illness, Medical Condition/Status

Injury, illness, or medical condition/status that is too severe or contagious for the student to attend class

Injury or illness of 3 or more days. For injury or illness that requires a student to be absent from classes for three or more class meetings, the student should obtain a medical confirmation note from his or her medical provider. The Student Health & Wellness Center or an off-campus medical professional can provide a medical confirmation note only if medical professionals are involved in the medical care of the student. Medical documentation can be collected after the absence has occurred. The medical confirmation note must contain the date

and time of the visit for the injury or illness and the medical professionals confirmation of needed absence.

Injury or illness less than 3 days. Faculty members may require confirmation of student injury or illness that is serious enough for a student to be absent from class for a period less than 3 or more class meetings. At the discretion of the faculty member, as outlined in the course syllabus, injury or illness confirmation may be obtained through a note from a health care professional affirming the date and time of visit. Medical documentation can be collected after the absence has occurred.

An absence for a non-acute (e.g., elective) medical service does not constitute an excused absence.

Major injury, illness, or medical condition/status in a student's immediate family (as defined in Policy 346.1 of the USU Policies Manual).

A death in a student's immediate family (as defined in Policy 346.1 of the USU Policies Manual).

Clemson University - https://www.cs.clemson.edu/Academics/Archive/attendance_policy.pdf

Course Attendance Policy Attendance at classes is expected. Many studies have found that the single factor that contributes the most to success in a course is class attendance. Failure to attend not only hurts you, but also places an extra burden on the instructor and detracts from the overall quality of the course.

To enhance the quality of this course, the following attendance policy will be followed:

1. The number of unexcused hours of absence for the lecture component of the class may not exceed the number of lecture hours per week for the course. For example, a class that meets Monday/Wednesday/Friday for one hour per day would allow a maximum of three unexcused missed lectures. A class that meets Tuesday/Thursday for one and a half hours per day would allow a maximum of two unexcused missed lectures.
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5. Unexcused absences should only be used to handle unexpected emergencies (i.e. car broken down, alarm clock didn't go off, cat having kittens, etc.). If you have used all of your unexcused absences and then your car breaks down, you have a problem. Excused absences are limited to absences related to medical conditions, family emergencies such as funerals or approved university activities. Requests for excused absences should be submitted in writing to Ruth Watkins (the Student Services Coordinator on the fourth floor of Edwards). For approved university activities the excuse must be submitted with supporting documentation (including university contact) at least one week before the event. Medical excuses will require the name of the doctor, nurse or medical facility that can confirm your visit. Appropriate supporting documentation should be provided for family emergencies. You may meet with Ruth Watkins to discuss issues related to excused absences.

Penn State U. - <https://handbook.psu.edu/content/class-attendance>

Absence for Illness or Emergency

Whenever possible, students should inform instructors prior to missing classes for reasons beyond their control (e.g., illness, injury, family emergency). If an evaluative event (e.g., a quiz or exam) will be missed due to an unavoidable illness or emergency, it is the student's responsibility to contact the instructor as soon as the unavoidable absence is known to discuss ways to make up the work.

If circumstances (e.g., hospitalization, emergency, or death of an immediate family member) prevent a student from contacting instructors, [Student and Family Services](#), 814-863-2020, should be notified in order that they may notify the instructors. Students or their parents/guardians may be requested to provide documentation verifying the legitimacy of the absence. Students are responsible for contacting faculty to request accommodations or arrangements to make up missed work or evaluative events.

University Health Services offers [guidelines for verification of a student's illness](#). UHS may provide verification of illness forms only for significant, prolonged illnesses or injuries resulting in absence from classes.

University of South Florida - <http://ugs.usf.edu/policy/DocumentedMedicalAttention.pdf>

Documented Medical Attention for Illness Students are excused for absences due to documented illnesses that require medical attention. While students should not attend class with infectious conditions, even if medical attention is not sought, the decision to excuse absences from undocumented illnesses is at the discretion of the individual instructor. Consideration should also be given to students whose dependent children experience serious illness. Extended illnesses may interfere with the successful completion of courses, and in such cases a student should contact his or her college by the deadline to drop a course. After the drop deadline, students may submit an Academic Regulations Committee (ARC) petition with proper documentation to drop a course or withdraw for medical reasons. Students may find additional information through their college ARC representative.

Medical Excuse Policy - <http://www.usf.edu/student-affairs/student-health-services/services/medical-excuse.aspx>

Students may experience medical conditions, psychological conditions, illnesses or injuries that require them to be away from the classroom or workplace, or that affect their ability to perform optimally in class or on exams.

Per USF policy, all students must comply with the provisions of the [University catalogs](#). Attendance is the responsibility of the student and instructors have the discretion to approve or disapprove any absence. Although SHS may verify that you received care and offer a statement

in support of consideration of an excused absence, only the instructor may excuse an absence. In addition, it is important to note that extended absences for any reason may affect a student's academic status and/or ability to complete an academic program. Students must be certain to discuss their absences with their instructors at their earliest opportunity (before, during or immediately after their return to class depending on the circumstances of the medical condition or procedure). **This is solely the responsibility of the student.** There is no circumstance in which SHS can provide a note if you were NOT seen by our providers.

Verification of Care Form

Student Health Services (SHS) will provide this "Verification of Care" form in **Support of Consideration of an Excused Absence**, however, this is NOT considered an excuse note. This form verifies that you received care at SHS on the listed date.

Verification of Care Note

SHS can provide a "Verification of Care" note only if we are involved in your medical care for three or more days, or in limited cases of severe illness/injury if medically indicated.

If a professor subsequently requires a note for a medical absence of fewer than three days; **the student must first fill out a release of medical information consent form at SHS**, then the professor must provide SHS with a written request on USF departmental letterhead and fax it to 813-974-8391.

"Verification of Care" notes are written by SHS medical providers (MDs, PAs, or ARNPs). When applicable, a standardized letter is completed, a copy is provided for the instructor and the letter is scanned into the patient's electronic health record. **PLEASE NOTE: If a patient receives care for their illness or injury from a non-SHS medical provider, they must obtain a "Verification of Care" note from the medical provider who provided the care.**

- If a patient significantly improves prior to the estimated return date, or the illness continues longer than estimated, the patient may need to obtain an additional "Verification of Care" note. If a patient needs additional time for recovery prior to returning to classes or work, they must return to see the SHS provider prior to the original estimated return date.
- Unless specifically requested by the patient, SHS does not place a diagnosis on an excuse note. SHS staff does not release information about a patient's medical and/or psychiatric condition to USF administrators, instructors, parents (unless the patient is a minor) or employers without the patient's express permission and a signed release.

Temple Univ - <https://deanofstudents.temple.edu/class-absences>

Class Absences

Student Class Absence Notifications

Many students encounter situations that are unexpected and may interrupt their ability to attend classes. Whether it is a severe illness, hospitalization, death in the family, or other critical incident, in most cases, students plan to resume class attendance as soon as they are able. In these situations, the Dean of Students Office, when requested and as a courtesy to a

student, can send a notification to course instructors making them aware of a student's absence.

To request a class absence notification, students or family members can contact the Dean of Students Office during regular business hours. The Dean of Students Office does not require documentation be provided, but an instructor might. Depending on the nature of the absence, Dean of Students Office may also follow-up with a student for on-going support.

It is important to note that course instructors make the ultimate decision regarding excusing absences in their classes. Students are advised by the Dean of Students Office to consult their course syllabus and contact their individual instructor (beforehand or upon return) to obtain information on how absences will be handled for each class or to discuss the possibility for make up work.

Virginia Commonwealth Univ - <http://bulletin.vcu.edu/academic-regs/university/attendance/>

The instructional programs at VCU are based upon a series of class meetings involving lectures, discussions, field experiences, special readings and reporting assignments. Therefore it is important for each student to be in attendance on a regular basis. A student who misses a class session is responsible for completing all material covered or assignments made during the absence.

Students must be informed in writing of the attendance requirements and the corresponding consequences of poor attendance for the courses and/or program in which they are enrolled. Though the attendance requirements may vary widely from one course to another, students must abide by these requirements. Students cannot enroll in two courses that meet concurrently without written approval from the chair of each department involved.

Consequences of poor attendance

Students having attendance problems should contact the instructor to explain the reasons for nonattendance and to discuss the feasibility of continuing in the course. If the student has fallen so far behind that the successful completion of the course is impossible, the student should withdraw from the course before the end of the first 10 weeks of classes.

If the student continues to miss class and does not officially withdraw from the course, the instructor may withdraw the student for nonattendance with a mark of W before the end of the first 10 weeks of classes or may assign an academic grade at the end. Withdrawals are not permitted after the end of the first 10 weeks of classes. For classes that do not conform to the semester calendar, the final withdrawal date occurs when half of the course has been completed. Withdrawal dates for summer session classes are provided on the [Summer Studies Calendar](#).

Religious observances

It is the policy of VCU to accord students, on an individual basis, the opportunity to observe their traditional religious holidays. Students wishing to observe a religious holiday of special importance must provide advance written notification to each instructor by the end of the second week of classes. On these dates, instructors are encouraged to avoid scheduling one-time-only activities that cannot be replicated. Through such strategies as providing alternative assignments or examinations, granting permission for audio or video recordings or the use of the Internet, faculty members are expected to make reasonable academic accommodations for students who are absent because of religious observance.

Mandated short-term military training

Students called to report for mandated military training must provide advance written notification to each instructor several weeks in advance of training. Faculty members are expected to make reasonable academic accommodations for students who are absent because of mandated short-term military training (short-term is defined as several days not to exceed two weeks).

Youngstown State Univ - <https://catalog.yosu.edu/undergraduate/general-information/academic-policies-procedures/grading-system/grading-system.pdf>

Absence from Classes and Examinations

The problem of excessive class absence concerns instructor and student, and consequently requires their mutual effort. All students must realize that for their own welfare they are expected to attend all class meetings of courses in which they are enrolled. The instructor, however, has the prerogative of determining the relationship between class attendance, achievement, and course grades, and the responsibility for communicating the relationship to the students at the beginning of each term. ... The instructor has no obligation to give make-up graded coursework or to review other class work missed by a student as a result of absence except under those specific conditions cited below:

...

- Documented personal illness.

Procedure ...

- In the event the absence was due to illness or injury, verification from a health center or medical professional should be presented to the instructor. If the illness was not severe enough to warrant a medical visit, instructors should use their best judgment in determining if it should be excused.

Miami University - <https://blogs.miamioh.edu/miamipolicies/?p=2046>

General Attendance Policies (Student Handbook 1.9.A)

Every student is expected to participate in academically related activities and attend every class session for which the student is duly registered.

It is the prerogative of the individual faculty member to set attendance policy for each individual course, and it is the responsibility of the individual faculty member to inform students of that policy in the course syllabus or other written document at the first class meeting of the semester, term, or sprint part of semester or term.

There are no University-recognized excused absences except for religious observances that require absence from a class session and other required class activities. Students must give written notification to their instructor within the first week of class of the religious event that prohibits class attendance and the date that will be missed, if officially known. Instructors will, without prejudice, provide such students with reasonable accommodations for completing missed work. However, students are ultimately responsible for material covered in class, regardless of whether the student is absent or present.

Faculty are required to excuse a student's absence due to pregnancy or related conditions, including recovery from childbirth for as long as the student's doctor deems the absences to be necessary. When the student returns to classes the student must be provided the opportunity to make up any work missed. Alternatives include allowing the student to take an incomplete and complete the course at a later date, or retaking the course or taking an online course. For additional information go to: www.2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf. The University Senate also recognizes the need for flexibility when childcare responsibilities impact a student and urge instructors to accommodate students with childcare responsibilities.

It is the sense of the University Senate that faculty, student groups and organizations, and the University athletic coaching staff be sensitive to the academic needs of students and the need for students to comply with the attendance policies in their respective courses. In general, class absence should be avoided unless absolutely necessary. If a student is involved in activities that result in class absence (such as intercollegiate athletics, band, debate, other class activities, etc.), it is the student's responsibility to negotiate specific arrangements with individual instructors about any absences. The Senate also recognizes the fundamental value of extra-and co-curricular activities and their significance in students' overall educational experience. Instructors should recognize that participation in such activities is an integral part of students'

education and helps to fulfill the comprehensive mission of the University. Therefore, instructors are urged to accommodate student requirements.

Faculty are strongly encouraged to work with students who miss class due to a death in the family, serious illness or other critical circumstance. Students needing assistance regarding absences due to death, illness or other critical circumstance should contact the Office of the Dean of Students (Oxford) or the Student Services (regional campuses).

Whenever a student is absent from class to such an extent as to make the student's work inefficient or to impair the morale of the class, the instructor may direct the Office of the University Registrar to drop the student. During the first 20 percent of the course no grade will be recorded; after the first 20 percent is completed but before 60 percent of the course is completed, a grade of W will be recorded. After 60 percent of the course is completed, a grade of F will be recorded. The instructor shall notify the student of this action no later than the time he or she notifies the Office of the University Registrar. (See academic calendar.)

A department may, at its discretion, drop from a course any student who is absent from the first class meeting of a semester, term or sprint part of semester or term unless by the end of the day (11:59 p.m.) of the first class meeting the student notifies the department or instructor of his or her intention to take the course. When possible, departments and instructors should reinstate a student who, for reasons beyond his or her control, was unable to contact the department or instructor by this deadline.

The determination of individual class attendance requirements and their enforcement at the Dolibois European Center is governed by the attendance policy of the Center.

University of Toledo - <http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-14%20Missed%20class%20policy.pdf>

(A) Policy statement Although students are expected to attend every class meeting of the courses for which they are registered, the University requires that instructors provide basic protections and reasonable accommodations for students who miss class for any of the following reasons:

1. Illness or medical emergency that requires a Doctor's care of the student or a dependent of the student, death of an immediate family member (spouse, parent, child, grandparent, sibling);
2. Religious observances that prevent the student from attending class;
3. Required participation in University disciplinary procedures;
4. Government-required activities, such as military assignments, jury duty, or court appearances;
5. In the case of severe weather in which an official agency such as the Sheriffs Department reports that hazardous driving conditions exist and that travel is not advised; and
6. Required participation in University-sponsored activities, approved by the appropriate University authority, such as intercollegiate athletic competitions, activities approved by academic units, including but not limited to artistic performances, R.O.T.C. functions, academic field trips and events connected with coursework.

For students who miss class due to a reason listed above, the instructor must provide reasonable accommodations for completing missed exams, quizzes, and other course work. Work missed due to an absence covered by this policy cannot be required to count as the low grade dropped in courses that allow for this type of grading opportunity. 3364-71-14 Missed Class Policy

(B) Purpose of policy This policy provides for basic protections and reasonable accommodations for students who miss class with excused absences.

(C) Scope This policy applies to all undergraduate students.

(D) Procedure 2 The Provost shall inform faculty in writing of this policy, making clear that instructors bear responsibility for the academic conduct of their classes and for providing reasonable accommodations for students who miss class with excused absences. Each college may publish detailed implementation strategies specific to that college.

It is the responsibility of each instructor to inform students in writing during the first week of the course of his/her policies or applicable College policies on missed classes and related issues, including excused and unexcused absences, make-up examinations, providing notice or documentation of an excused absence, and makeup of work missed during students' excused absences. It is the responsibility of each instructor to decide and to communicate to students in the syllabus what weight shall be placed on missed classes in the computation of final course grades.

To be excused for any missed class, students must give to the instructor documentation of the reason for the absence per the list above (e.g.: funeral director's or funeral program slip; jury duty slip; doctor's "return to work" slip, notice of participation in a university function, etc.). If an emergency comes up unexpectedly, including such things as a death in the family or an emergency room visit, the student must let the instructor know by UT email what is happening as soon as is reasonably feasible after the missed class for the absence to be excused.

Students who believe that this policy has been misapplied in their case can appeal that decision through the procedures laid out in Policy 3364-71-05 Academic Grievance.