



## Application for University Excused Absence

Division of Student Affairs, MSC 2W38, Phone (304) 696-6422, Fax (304) 696-4347

**Please provide the information requested on this form and submit directly to the Office of Student Affairs with appropriate documentation.** Only original documents or verified faxed copies are allowed.

The policy for University Excused Absences is explained on the reverse side of this application.

The complete policy is provided in the Undergraduate Catalog.

<b>Name:</b>	<b>MU ID Number:</b>
<b>College / Major:</b>	<b>Date(s) of Absence:</b>
<b>MU Email Address:</b>	<b>Telephone:</b>

Please list the classes for which you are seeking an excused absence.

<b>Course Name/Number</b> (ENG 101)	<b>Section Number</b> (Section 103)	<b>Meeting Day and Time</b> (M,W,F 8:00 am)	<b>Instructor's Name and Email Address</b> (John Smith, smith@marshall.edu)

On the lines provided below, describe the reason for your absence.

Please note: *Routine medical appointments are not excused absences. Excused absences are approved only for the dates confirmed in your documentation and must be submitted at the time of application.*

Confidential requests can be made directly to the Dean of Students in person.

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I hereby certify that the information provided in support of this request is accurate and I authorize Marshall University to verify its contents. Submission of altered or other false documentation is a violation of the Student Code of Rights and Responsibilities and is subject to University Judicial processes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Marshall University Class Absence Policy

*Excerpted from the 2008-2009 Undergraduate Catalog pages 128-130.*

It is Marshall University's policy that each instructor evaluates the importance of student class attendance. In the course syllabus, the instructor must provide his/her policy on class attendance, make-up work, and related matters. If a student is absent from class because of a circumstance that is included in the excused absence policy, the absence can be handled by an arrangement between the student and the instructor or, if either party requests, the student can obtain an official excused absence following the procedure described below. The instructor must honor a university excused absence covered by this policy and allow the student a reasonable opportunity to catch up/make up work missed. This policy excludes those academic endeavors that require the completion of a certain number clock hours, as in clinical experiences, practica or internships. For those courses, the maximum number of absences will be determined by the department chair or program supervisor. This policy does not supersede program accreditation requirements.

University excused absences fall into five categories: (1) university sponsored activities; (2) student illness; (3) military obligations; (4) jury duty or subpoena for court appearances, or (5) religious holidays.

## **1. University-Sponsored Activities**

- a. Academic activities including, but not limited to, performing arts, debate and individual events. Honors classes, and departmental functions. These absences are to be excused by the academic dean within the unit the activity is sponsored.
- b. Athletics. These absences are to be excused by the Provost.
- c. Other university sponsored activities, including student government and student organizations. These activities are to be approved by the Dean of Student Affairs and excused by the Office of Academic Affairs prior to any notice being sent to faculty.

## **2. Illness or Death in the Family.**

All requests under this category are submitted to the Dean of Student Affairs.

- a. Illness or Injury of Students: The student who seeks an excused absence must submit written confirmation of treatment by a medical practitioner. This documentation should be presented as soon as the student returns to class. Documentation must include the inclusive dates.
- b. Death or illness in the Immediate Family: "Immediate Family" is defined as spouse, child, parent, legal guardian, sibling and grandparent. The student who seeks an excused absence for this purpose must submit acceptable documentation.
- c. Illness of Family Members: Students seeking excused absences for the critical illness of a family member must provide documentation of the circumstance.

## **3. Short-Term Military Obligations**

To be excused by the Dean of the student's college.

## **4. Jury Duty or Subpoena for Court Appearance**

Student must submit subpoenas or notification of jury duty to the Dean of the student's college.

## **5. Religious Holidays**

To be excused by the Dean of Student Affairs.

**Notice: All notifications to faculty will be via email.**

**If you have an adjunct or GA professor, please provide an email address.**