



# Idaho State University

## POLICIES AND PROCEDURES

### Official Student Absence

#### ISUPP 5040

#### *POLICY INFORMATION*

**Policy Section:** *Student Affairs*

**Policy Title:** *Official Student Absence*

**Responsible Executive (RE):** *Vice President for Student Affairs, Vice President for Academic Affairs and Provost*

**Sponsoring Organization (SO):** *Student Affairs*

**Dates: Effective Date:** *December 2, 2020*

**Revised:** *December 2, 2020*

**Review Date:** *December 2023*

## I. INTRODUCTION

This establishes policy concerning student absences for official university-recognized activities and government activities that require participation.

## II. DEFINITIONS

- A. **Class:** Class includes classroom, online Class, laboratory, field trips, group exercises, or other activities.
- B. **Official Absence:** An Official Absence is any absence(s) from Class because the student is representing Idaho State University at an Official, University-Recognized Event with the expressed support of an ISU faculty or staff activity sponsor.
- C. **Official, University-Recognized Event:** Any event that is established by a university, a professional, athletic or academic organization, or any performing arts exhibition. Other events facilitated by a faculty member, staff member, or employee of Idaho State University shall be considered Official, University-Recognized Events if endorsed by a Dean or Vice President.

- D. **Military Service Activity:** Activities related to service in the military, including ROTC.
- E. **Government Service Activity:** Activities, such as jury duty, with required participation of a student that occurs on dates and times that are inflexible and cannot accommodate a student's schedule.

### **III. POLICY STATEMENT**

Attendance in Classes is expected and important. A student is permitted to be absent from Class because she or he is participating in an official university-recognized activity or in military or government service.

### **IV. AUTHORITY AND RESPONSIBILITIES**

The Office of the Vice President of Student Affairs and Enrollment Management has the authority and responsibility to update and review this policy as necessary. It is expected that any suggested changes to this policy will also be addressed in collaboration with the Associated Students of Idaho State University and the Faculty Senate.

### **V. PROCEDURES TO IMPLEMENT**

- A. Student: Official Absence excuses the student only from attending Class or other formal instruction during the absence. Students have both the right and the responsibility:
  - 1. To notify the instructor in writing of the Official Absence indicating the reason for the absence and the faculty or staff sponsor, with as much advanced notice as possible. Otherwise, Official Absence status can be jeopardized.
  - 2. To complete any work missed during their Official Absence, which may be prior to the Class;
  - 3. To make up examinations given during their Official Absence; and
  - 4. To obtain verified documentation to submit to the instructor, if the instructor requests such documentation.
- B. Faculty have the responsibility:
  - 1. To notify students of the Class policy regarding Class absence within the syllabus;
  - 2. To excuse a student from attending Class or other formal instruction during the Official Absence;

3. To not penalize a student for such absence;
  4. To allow a student to complete work missed during an Official Absence; and
  5. To schedule make-up work or examinations at times mutually agreed upon, including requiring work to be turned in prior to the absence.
- C. Activity Sponsors have the responsibility:
1. To deliver the notice to the instructor via the student information regarding the event and approximate departure and return times for the Official Absence, should the instructor request such.
  2. Failure to deliver the notice as soon as reasonably possible can jeopardize the student's Official Absence request.
- D. Department Heads and Deans: department heads and deans are responsible for ensuring that the faculty are apprised of this policy. Non-adherence to this policy will be reflected in the performance evaluation of administrative personnel responsible for promulgating this policy, or faculty responsible for implementing it, as appropriate.