Student Institutional Excuses

As stated in the Student Handbook ([http://nau.edu/Student-Life/Student-Handbook/Academic-Policies/](http://nau.edu/Student-Life/Student-Handbook/Academic-Policies/)), students are expected to assume the responsibility for regular class attendance. When absence is unavoidable, students should report the reason to the class instructor and assume the responsibility for any work they miss. Class Instructors have no obligation to make special arrangements for students who have been absent unless the student has an institutional excuse as described below. Class attendance policies must be in writing, included in the class syllabus and distributed to students during the first week of class. Class attendance policies must make allowances for students with institutional excuses.

An Institutional Excuse is granted to a student to participate in academic, extracurricular and athletic events as a representative of the university. Academic units may create appropriate processes to review and approve institutional excuses. Class Instructors may give a different test and/or give assignments composed of different subject matter than that missed by a student with an institutional excuse.

There are three types of institutional excuses. The Academic institutional excuse is approved by the Dean of the College and is for students participating in a scheduled class activity outside of normal class meeting times and similar kind of events. The Extracurricular institutional excuse is approved by the Dean of Students and is for students participating in sanctioned and approved events of student organizations and non-NCAA athletic competitions. The Athletic institutional excuse is approved by the Vice Provost for Academic Affairs and is for students participating in NCAA sanctioned events.

Class Instructors are required to honor institutional excuses. To honor an institutional excuse means to permit the student to complete in advance or to make up after the absence (at the discretion of the instructor) academic assignments, quizzes and examinations missed during the time covered by the institutional excuse when the student was not in attendance.

Students are responsible for notifying class instructors and showing them a copy of the institutional excuse at least 5 working days (or one class period if the class meets less frequently than every five days) prior to start of the time period it covers. Class instructors are not required to honor institutional excuses presented to them less than the stipulated time period stated in the previous sentence. It is recommended that athletes, at the beginning of the semester, provide their faculty a schedule of all events in which the team will be participating for which an institutional excuse will be granted.
NORTHERN ARIZONA UNIVERSITY
ACADEMIC INSTITUTIONAL EXCUSE FORM

The academic institutional excuse is for students participating in a scheduled departmental/college class activity outside of normal class meeting times.

This institutional excuse is for the students listed below to be absent from campus for the time period: ____________ through ______________ hour month/day/year hour

______________________ for the purpose of participating in the following activity that is a required component of ________________________________________________:

Course Prefix and Number or Departmental Requirement

Destination and Description of Event

This form must be presented to the faculty member at least 5 working days (or one class period if the class meets less frequently than every five days) prior to the anticipated absence. If presented in a timely manner, the faculty member must honor this excuse by permitting the student to complete in advance or to make-up after the absence academic assignments, quizzes and examinations missed during the time the student is not in attendance.

Duplication and distribution of this form is the responsibility of the person making the request.

Faculty Member     Date     Associate Dean or Chair     Date

Dean     Date

List students in alphabetical order (names must be typed)
NORTHERN ARIZONA UNIVERSITY
ATHLETIC INSTITUTIONAL EXCUSE FORM

The athletic institutional excuse is for students participating in NCAA sanctioned athletic events. An institutional excuse may not be used for team or individual practice sessions.

This institutional excuse is for the students listed below to be absent from campus for the time period: __________________ through __________________ hour          month/day/year    hour

______________________ for the purpose of participating in the following activity month/day/year

sanctioned by the NAU Athletic Department:

Destination and Description of Event

The students affirm they are in good academic standing.

This form must be presented to the faculty member at least 5 working days (or one class period if the class meets less frequently than every five days) prior to the anticipated absence. If presented in a timely manner, the faculty member must honor this excuse by permitting the student to complete in advance or to make-up after the absence academic assignments, quizzes and examinations missed during the time the student is not in attendance.

Duplication and distribution of this form is the responsibility of the person making the request.

Coach                    Date  Associate Director of Athletics  Date

Vice Provost for Academic Affairs  Date

List students in alphabetical order (names must be typed)
NORTHERN ARIZONA UNIVERSITY
EXTRA-CURRICULAR INSTITUTIONAL EXCUSE FORM

The extra-curricular institutional excuse is for students participating in sanctioned and approved events of student organizations and non-NCAA athletic competitions.

This institutional excuse is for the students listed below to be absent from campus for the time period: _____________   ________________  through  _____________________

_________________________  for the purpose of participating in the following activity

month/day/year

sponsored by____________________________________________________________:

Name of Club or Student Organization

________________________________________________________________________

Destination and Description of Event

________________________________________________________________________

The students affirm that they are in good academic standing.

This form must be presented to the faculty member at least 5 working days (or one class period if the class meets less frequently than every five days) prior to the anticipated absence. If presented in a timely manner, the faculty member must honor this excuse by permitting the student to complete in advance or to make-up after the absence academic assignments, quizzes and examinations missed during the time the student is not in attendance.

Duplication and distribution of this form is the responsibility of the person making the request.

________________________________________________________________________

Organization Advisor              Date   Assoc. Dean or Chair or Supervisor       Date

Dean of Students                    Date

List students in alphabetical order (names must be typed)