

## STUDENT INSTITUTIONAL EXCUSES

### POLICY SUMMARY

A Student Institutional Excuse may be granted to a student who participates as a representative of the University in academic (including research), extra- or co-curricular, or athletic activities, or for military service. Students may be excused for institutional purposes from otherwise required academic activity only when a valid Student Institutional Excuse is approved by the appropriate administrative unit or official. Qualified students seeking to obtain a Student Institutional Excuse may visit the Student Institutional Excuse [website](#) to apply. Students seeking an attendance accommodation should contact Disability Resources.

### REASON FOR THIS POLICY

Consistently applied institutional excuse criteria supports the equitable and efficient operation of University programs.

### ENTITIES AFFECTED BY THIS POLICY

- All academic units
- Lumberjack Athletics
- Office of the Dean of Students
- Veteran and Military Services

### WHO SHOULD KNOW THIS POLICY

- All academic unit leaders and administrative staff
- All faculty
- All students
- Dean of Students
- Director, Veteran and Military Services
- Intercollegiate Athletics administrative staff
- Vice Provost for Academic Affairs

### DEFINITIONS

**Student Institutional Excuse**: formal permission granted by an authorized administrative unit or official that enables a student to be excused from otherwise required academic activity for the purpose of representing the University in academic (including research), extra- or co-curricular, or athletic activities, or for military service.

### POLICY

#### A. General

1. Authorized administrative units or officials may, upon application, grant a Student Institutional Excuse to qualified students who will participate as a representative of the University in academic (including research), extra- or co-curricular, or athletic activities, or for military service. Qualified students seeking to obtain a Student Institutional Excuse may visit the institutional excuse [website](#) to apply.

2. As must be stated in the class syllabus, when class attendance or participation in other required academic activities is required and/or constitutes part of the course's evaluation or learning assessment, instructors must provide appropriate allowance for approved Student Institutional Excuses. This includes as necessary providing special arrangements to accommodate such student absences. Student Institutional Excuses do not relieve students of the responsibility to meet their academic responsibilities.

#### B. Student Institutional Excuse Categories

1. **Academic.** Approved by the dean (or designee) of the relevant academic college, the academic Student Institutional Excuse may be issued to students who participate in i) curriculum-based, scheduled course activity outside of a normal class meeting time; or ii) academically-oriented or post-graduation career activity (e.g., conferences, research presentations, graduate school interviews, job interviews related to earned degrees, etc.).
2. **Athletic.** Approved by the Vice Provost for Academic Affairs (or designee), the Athletic Student Institutional Excuse may be issued to students who participate in athletic events sanctioned by the National Collegiate Athletic Association ("NCAA").
3. **Extra- or Co-Curricular.** Approved by the Dean of Students (or designee), the extra- or co-curricular Student Institutional Excuse may be issued to students who participate in sanctioned extracurricular or co-curricular events sponsored by student clubs and organizations.
4. **Military.** Approved by the Dean of Students (or designee) in consultation with the Director of Veteran and Military Services, the military Student Institutional Excuse is issued to students who must respond to official U.S. Department of Defense service orders (e.g., Reserve Component and National Guard military students who must meet temporary duty requirements). Military Student Institutional Excuses are also available so that military students may obtain U.S. Department of Veterans Affairs ("VA") medical treatment and related non-VA referrals.

#### C. Student and Student Athlete Responsibilities

1. Students are responsible for applying for, obtaining, and confirming with their instructor their relevant Student Institutional Excuses in a timely manner as outlined in this policy. Students must notify their affected instructors and present a copy of their approved Student Institutional Excuse forms no later than five (5) business days (or one class period when the class meets less frequently than every five (5) business days) prior to any anticipated absence.
2. In addition to the requirements outlined in Section C(1) above, at the beginning of each semester or term, the University encourages every student athlete to provide each of their instructors a schedule of all athletic events in which they are required to participate as a member of one of the University's NCAA-sanctioned athletic teams.

#### D. Instructor Responsibilities

1. As outlined in Section A(2), all instructors must honor valid Student Institutional Excuses granted by the University. The options for doing so include permitting excused students to complete in advance or to make up afterward all assignments, tests, quizzes, examinations, or any other evaluation-reliant coursework or class activity missed during an excused absence.
2. Instructors shall not honor invalid or unofficial Student Institutional Excuses or valid Student Institutional Excuses provided less than five (5) business days prior to the start of the Student Institutional Excuse time period, provided however, that instructors may grant an exception to this five-day rule when extraordinary circumstances are present that, in the instructor's professional judgement, justify the exception.

#### E. Approver Responsibilities

All academic or administrative officials who review Student Institutional Excuse requests, including academic college deans, the Dean of Students, and Vice Provost of Academic Affairs, are responsible for ensuring that all

such requests comport with appropriate criteria before approval is granted. With the exceptions of student athletes and military students, excessive absences (as determined by the approving official in consultation with the instructor and student) are to be avoided when they pose a substantial risk to the student's academic standing in the class. Accordingly, approving officials should confer with the student and instructor before approving or denying multiple Student Institutional Excuse requests that impact the same course.

#### F. Enforcement and Compliance

Falsifying or otherwise submitting a Student Institutional Excuse application or approving a Student Institutional Excuse in bad faith is subject to corrective disciplinary action up to and including expulsion in accordance with the University's applicable conduct policies and procedures. The Vice Provost for Academic Affairs is primarily responsible for working to ensure compliance with this policy.

## RESPONSIBILITIES

**Approvers**: work to ensure that all Student Institutional Excuse requests and approvals comport with applicable policy and criteria; refer instances of invalid or false requests to the Office of the Dean of Students.

**Dean of Students**: approves Extra- and Co-Curricular Student Institutional Excuses; approves Military Student Institutional Excuses in collaboration with the Director of Veteran and Military Services.

**Director, Veteran and Military Services**: Collaborates with the Dean of Students to approve Military Student Institutional Excuse requests.

**Instructors**: honor valid Student Institutional Excuses by excusing students from scheduled course activities and providing alternative arrangements as described in this policy.

**Lumberjack Athletics**: collaborates with the Vice Provost for Academic Affairs to administer Athletic Student Institutional Excuses.

**Students**: obtain valid Student Institutional Excuses and confirm their absences and make-up work with their instructors in a timely fashion as outlined in this policy.

**Student Athletes**: provide their instructors with a schedule of the athletic events in which they are required to participate as a member of one of the University's NCAA-sanctioned athletic teams; confirm their absences and make-up work with their instructors in a timely fashion as outlined in this policy.

**Vice Provost for Academic Affairs**: implements and administers this policy; approves Athletic Student Institutional Excuses in collaboration with Lumberjack Athletics; works to ensure that all Student Institutional Excuses granted comport with applicable criteria and policy.

## PROCEDURES

Qualified students seeking to obtain a Student Institutional Excuse may visit the Student Institutional Excuse [website](#) or use the links below to access the apply.

## RELATED INFORMATION

### Forms or Tools

- [Academic](#)
- [Athletic](#)
- [Extra- or Co-Curricular](#)
- [Military](#)

## **Cross-References**

[Attendance Accommodation](#)

[Syllabus Requirements](#)

## **Sources**

There are no external sources associated with this policy.

## **APPENDIX**

None.