



**WSU POLICY APPROVAL  
COVER PAGE**

<b>DATE POLICY REQUEST TO PET:</b>		<b>Date</b>			
<b>IS THIS A NEW POLICY OR CHANGE TO AN EXISTING POLICY?</b>		<b>NEW</b>	<b>X</b>	<b>EXISTING</b>	
<b>CURRENT POLICY TITLE:</b>	8.22 /Excused Absences for Students				
<b>REVISED POLICY TITLE:</b>	N/A				
<b>LAST REVISED DATE OF POLICY:</b>	N/A				
<b>INITIATING AUTHORITY:</b>	Division of Student Affairs				
<b>SUMMARY OF POLICY OR POLICY CHANGE:</b>					
<b>REASON OR NEED FOR POLICY / SUMMARY OF CHANGES MADE TO EXISTING POLICY:</b>					
The purpose of this policy is to outline circumstances warranting a need for a student's excused absence from coursework, such as religious observance or bereavement, and to outline the process for the approval of such absences.					
<b>APPLICABLE LAWS OR REGULATORY OR POLICY AUTHORITY:</b>					
<b>OTHER RELEVANT WSU POLICIES:</b>					
<a href="#">8.09 / Student Military Leave of Absence</a>					
<a href="#">8.21 / Pregnant and Parenting Students</a>					
<a href="#">Petition Guidelines (wichita.edu)</a> for Exception to Specific Academic Rules or Regulations for Business School.					
Petition Guidelines for Exception to Specific Academic Rules or Regulations for <a href="#">College of Fine Arts Advising Center (wichita.edu)</a>					
<b>THE FOLLOWING UNIVERSITY STAKEHOLDERS WERE INCLUDED IN THE REVIEW AND APPROVAL OF THIS POLICY DRAFT / REVISION:</b>					
	Office of the General Counsel – Stacia Boden, Daniel Hilliard				
	Division of Student Affairs–Teri Hall, Alicia Newell [PENDING]				
	Academic Affairs–Linnea Glenmayer [PENDING]				
	Staff Senate [PENDING]				
	Faculty Senate [PENDING]				
	Staff Senate [PENDING]				

	Human Resources [PENDING]	
OTHER NOTES FOR CONSIDERATION:		
N/A		
OWNER OF POLICY REQUEST FOR QUESTIONS:		Division of Student Affairs

DRAFT

## 8.22 / Excused Absences for Students

### I. INITIATING AUTHORITY

- A. The Division of Student Affairs serves as the initiating authority for this policy.

### II. PURPOSE

- A. The University understands that there are situations where a student may wish to or need to take an excused absence from their course of study. This policy outlines the procedures for a student's excused absence from coursework.

### III. POLICY

- A. **Scope of Applicability.** This policy is applicable to all full-and-part-time students currently enrolled at the University.
- B. **Excused Absences for Students.** Students who have followed this policy should not incur academic penalties. The University recognizes the following as types of absences that warrant a student being excused from their course of study:
  - 1. **Medical Absence.** The University recognizes excused absences may be warranted from class, exams and other course assignments, for an injury or illness of a student, or a student's Immediate Family member, which is too severe to permit a student to attend class or participate in course requirements. Students should not come to class or participate in campus activities if they are sick and may be contagious and should contact the University's Student Wellness Center or their health care provider as necessary.
  - 2. **Bereavement.** A student is entitled to up to five (5) Academic Days of excused absence, over a two-week period of the semester for a death in the Immediate Family. For a death outside the Immediate Family, a student is entitled up to three (3) days of excused absence over a two-week period of the semester. In unique circumstances, a bereaved student should petition for an extended absence through the Division of Student Affairs. While this policy excuses a student from class attendance, the student remains responsible for all material covered in class and must work with each individual professor upon return to complete any required work. The University reserves the right to review specific situations to determine if exceptions to the established bereavement policy are warranted.
    - a) **Travel Days for Funeral Leave.** In addition to the aforementioned excused Academic Days, students may be granted up to four (4) additional Academic Days of excused absence to account for travel

considerations to funeral services. This is to be determined by the distance of the verified funeral services from University Campus as follows: Within 150 miles of University Campus: 0 calendar days for travel; Between 150-300 miles from University Campus: 1 calendar day for travel; Over 300 miles from University Campus: 2 calendar days for travel; Verified travel outside of North America: 4 calendar days for travel. These days will be approved upon a documented travel itinerary.

3. **Accommodations for Religious Observance.** The University recognizes that religious observances may at times conflict with University class meetings, assignments, or examinations. The University excuses students from class or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A non-exclusive calendar of religious observances is available at the Department of Religious Studies' website for reference. A student who is excused for a religious observance shall be treated consistently with the instructor's policies and procedures relating to other excused absences, except that no instructor's policy may deny the opportunity to make-up work as described in this policy.
  4. **Legal Proceeding and/or Mandatory Court Date.** The University recognizes that a legal proceeding, such as jury duty, or a mandated court appearance, may warrant excusing a student from class, exams and other class requirements.
  5. **University Sponsored Activity.** The University recognizes that University Sponsored Activities may warrant an excused absence of a student at the request of a University Authority, for example the University's Athletics Department for an athletic competition.
- C. **General Notification Requirements.** Except as otherwise provided in this policy, a student seeking an excused absence should submit an excused absence request in writing; email is acceptable to the student's instructor(s) of the course(s) in which absences will occur. Students may contact their instructor(s) by phone if written or email communication is not possible. Requests for planned absences should be submitted to instructors as soon as the conflict becomes known and no later than five (5) Academic Days, if possible, before the anticipated absence. Unexpected absences should be communicated to the instructor before the next class meeting, or as soon as possible afterwards with an explanation regarding why the notice could not be sent before the next class meeting.
1. **Notification of Need for Bereavement and Funeral Leave.** The student or representative (family member, room/suitemate, on-campus faculty/staff) may notify the student's instructors or the Division of Student Affairs prior to the start of the leave. If the Division of Student Affairs is

notified, a representative from the Division of Student Affairs will notify the necessary and appropriate University Campus offices, (faculty, academic advisor, athletic coaches) of a student's bereavement leave and the student's anticipated return date. The student is required to provide the appropriate documentation to the Division of Student Affairs. Upon return, the student will communicate with their instructors about any missed assignments and arrange to complete missed quizzes, exams, papers, other required work and/or alternative assignments.

D. **General Documentation Requirements.** Instructors are encouraged to use their best judgment in evaluating student requests for an excused absence.

1. **Acceptable Documentation.** Documentation to support requests for excused absences may include but is not limited to the following:

- a) Written communication from the student's medical provider, with date and time of medical assessment included, for a medical absence.
- b) Written communication from the medical provider involved in the care of the student's close family member or dependent, for a medical absence.
- c) Death notice, obituary, or death certificate for a student's Immediate Family member, for bereavement and funeral leave.
- d) Copy of appropriate documentation related to legal proceedings, for absence related to jury duty or other legal proceeding.
- e) Copy of mandatory participation in University activity from a University Authority.
- f) Confirmation of mandatory interviews from employers or University Authority.

E. **Review of Request for Excused Absence.** An instructor may verify a student's absence documentation or defer verification and decision, including cases when documentation is not available, to the college dean or dean's designee. The instructor, dean, or dean's designee must provide the student with a decision in writing regarding whether the excused absence is approved within three Academic Days of receiving the student's request. Decisions must be made irrespective of the grade the student is currently earning in the class.

F. **Appeal.** A student may appeal an instructor's decision regarding an excused absence request within three (3) Academic Days of receiving the decision. The appeal should be submitted in writing (email is acceptable), to the college dean or

dean's designee who must provide a decision in writing to the student within 3 Academic Days of receiving the appeal. A student may appeal the decision of a dean or dean's designee within three (3) Academic Days of receiving the decision. The appeal should be submitted in writing to the Office of the Provost who must provide a decision in writing to the student in three (3) Academic Days of receiving the appeal. The decision of the Office of the Provost is final and further appeal is not permitted.

- G. **Coursework Extensions and Makeup Work.** If a student's absence is excused, the instructor must either provide the student an opportunity to make up any assignment, quiz, exam or other work that contributes to the course grade or provide a satisfactory alternative by a date agreed upon the student and instructor to complete an assignment, quiz or exam.

#### IV. DEFINITIONS

- A. For the purpose of this policy only, the following definitions shall apply:
1. **Academic Day:** Academic Day means a day on which lectures and/or instruction is scheduled to be held by the University, pursuant to the University's Academic Calendar.
  2. **Immediate Family.** Includes parent(s) or legal guardian(s), siblings, spouse or partner, children, other relatives living as members of the student's household.
  3. **University:** Wichita State University.
  4. **University Authority:** Recognized University department such as the University's Athletics Department or other departmental organization that occasionally requires a student's excused absence.
  5. **University Campus.** WSU Campus includes buildings, structures, parking structures, enclosed bridges, walkways, sidewalks and parking lots owned, leased or operated by WSU where educational activities occur.

#### V. APPLICABLE LAWS AND ADDITIONAL RESOURCES

- A. 8.09 / Student Military Leave of Absence
- B. 8.21 / Pregnant and Parenting Students

#### VI. REVISION DATES