

Title/Topic: Student Absence from Class

Number: 22.R04

Functional Classification: Instruction

Monitoring Unit:

Initially Issued: August 27, 2007

Last Revised:

Last Reviewed:

STUDENT ABSENCE FROM CLASS

GENERAL POLICY

Class attendance is the responsibility of the student. The student is expected to attend all classes. A student who finds it necessary to miss class assumes responsibility for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed. The course instructor will determine the validity of a student's reason(s) for absences and will assist those students who have valid reasons.

Valid reasons for absences include:

1. Illness
2. Serious family emergency
3. Special curricular requirements such as judging trips or field trips
4. Court-imposed legal obligations such as subpoenas or jury duty
5. Military obligations
6. Serious weather conditions
7. Religious observances. See the interfaith calendar website (www.interfaithcalendar.org) for an updated calendar of holidays and primary holy days of the various religions. Faculty members are expected to be sensitive to the different religious traditions represented in the LSU community, and to assist students in making up examinations or other assigned work that may be missed due to absences required by religious observances.
8. Participation in varsity athletic competitions or university musical events

The student is responsible for providing reasonable advance notification and appropriate documentation of the reason for the absence. Should the instructor and student disagree over the validity of a reason for an absence, the student has the right to appeal the instructor's decision according to the general appeal procedure in PS-48.

In the following instances, the dean and not the instructor determines the validity of a student's reason for absence:

1. Group excuses for absence (see Operating Procedures)
2. For undergraduate students, a grade of Incomplete (I-grade) due to absences must be authorized by the dean. I-grades for graduate students do not require dean's approval.

OPERATING PROCEDURES

Group activities which conflict with scheduled classes may be sponsored by the deans and directors of colleges and schools, the Director of Athletics, and the Director of the LSU Union, depending on the college or school. Approval of the individual student's absence must be obtained from the dean or director of the college or school in which the student is enrolled before that student may be included in the group.

Group absences may be approved only in the following circumstances:

A trip by a group of students in fulfillment of class or departmental requirements when the University controls time, route, and mode of travel. (See PM-4, Page 1, Section 1.a.)

Travel by an individual or non-class group for the purpose of representing the University (including Student Government, Athletic Department, and LSU Union) and the University controls the time, route and mode of travel. (See PM-4, Page 1, Section 1.b.)

Authorized special duties at the University. Examples include:

- a. ROTC students participating in Alumni Day Parade.
- b. Band members participating in special campus program.

In any event in which group absences are requested, University regulations with respect to group insurance must be observed. Travel to or from an event in privately-owned vehicles is not covered by University or trip accident insurance.

FORMS & DUE DATES

The Trip Travel/Activity Insurance Coverage Form (LSU TT1) and the Trip Travel/Activity Insurance Student Listing Form (LSU TT2) should be used for (1) requests for group excuses from class and (2) requests for trip accident insurance. These forms are available on the web site of the Office of Public Safety and Risk Management (www.lsu.edu/publicsafety). On the Public Safety web site, follow the links to the Office of Risk Management. On the Risk Management page there are links to information about Trip Travel/Activity Insurance and the Reporting Forms. No other format or form will be accepted.

The original of each of the required forms, accompanied by an Internal Transaction (IT), must be submitted **prior to** the anticipated date of travel to the Office of Public Safety & Risk Management, University Public Safety Building.

INSURANCE RATES

Trip accident insurance rates are subject to change. To determine current rates contact the Office of Public Safety & Risk Management (578-3297).