

Aurora University
Authorized Absences from Class Policy

I. POLICY:

A student representing the University at University-sponsored events may be granted authorized absences from class provided that the student has complied with approved procedures. Note that it is the responsibility of the student to attempt to schedule courses so as to minimize potential class absences. It is generally unacceptable for authorized absences to exceed 20% of the class meetings. In such cases, alternative arrangements, such as a *Course by Special Arrangement*, may be considered at the discretion of the instructor.

II. REGULATIONS:

A. Definitions

1. “a student representing the University”: The student must be duly recognized by the manager or advisor of the event. A list of student participants should be forwarded to the Office of the Provost.
2. “university-sponsored events”: The manager or advisor of the event or activity shall submit to the Provost a list of events and have them approved as eligible for inclusion under this policy. This definition normally includes intercollegiate-athletic, student government, student development, and fine arts events, as well as events required for the completion of another academic course.
3. “event” means the actual event at which the student represents the University together with necessary travel time to and from the event site, where applicable. It does not apply to rehearsals, practices, or meetings preparatory to the event.

B. Academic and Procedural Considerations

1. Students are required to make up all work missed due to an authorized absence and, except when conditions are prohibitive, are responsible for making arrangements with faculty at least 48 hours in advance of the anticipated absence.
2. Faculty will make reasonable accommodations for completion of work by students who are granted authorized absences through established university procedures. It is expected that students would be able to complete makeup exams and assignments within 72 hours of the return to campus.

III. PROCEDURES: Requesting and Granting Authorized Absences from Class

A. Registering University-Sponsored Events and Participants:

At least one week prior to the start of each academic term, the managers or advisors of all university-sponsored events provide to the Office of the Provost a schedule of those events during that term for which a student may be granted an authorized absence. Rosters of those students duly registered to participate in each event should be forwarded to the Office of the Provost 48 hours before the scheduled event. The Office of the Provost in coordination with the Dean of Student Life will maintain a record of all approved events and registered participants. The manager or advisor will provide all participating students with a schedule of the days and times of all events during that term for which the student may need to request an authorized absence.

B. Student Requests for Authorized Absence:

At least 48 hours before the class from which an authorized absence is requested, the student must contact the faculty member privately, provide the schedule of approved events, and obtain from the faculty member a written confirmation of the request, together with a statement of the work to be made up by the student. At the discretion of the faculty member, the confirmation and statement of work may be in written format. In the case of events occurring in the first two days of the term, students will need to contact instructors in advance of the term to make arrangements for an authorized absence.

C. Procedure for Faculty:

When a student requests an authorized absence, the faculty member provides the student with any necessary information concerning assignments to be completed. If the authorized absence will cause the student to miss in-class assignments or learning experiences that are part of the grading of the course, the faculty member may require alternative assignments of the student, as required by the outcomes of the course. Faculty members may establish in the class syllabus reasonable rules and procedures for the manner in which they wish to have students make requests for authorized absences (e.g., during office hours, by phone, by written request, before or after class, etc.).

D. Advisement Procedures:

Whenever possible, managers or advisors of university-sponsored events will provide to participating students a tentative schedule of events for the following term prior to the beginning of the advisement period for that term. Participating students will submit, in writing, their planned participation to their academic advisors in order to anticipate, minimize, and plan for any potential conflicts with classes.