



# Official Activity Excused Absence Requests Policy and Guidelines

## 7.04.02 Excused Absence for Group of Students

(Location of policy: <http://policy.arizona.edu/employmenthuman-resources/attendance>)

### Policy

1. A student may be excused from classes for attendance at officially authorized functions in accordance with the authorization directives below and for regularly scheduled field trips announced in the General Catalog.
2. The instructor shall accept such excuses and shall impose no penalty if the students have complied with the prescribed procedures for excused absence. Instructors should also notify persons in charge of their quiz or laboratory sections of these excused absences.
3. Trips for groups of students shall be scheduled at times other than those days reserved for final examinations each semester.
4. For trips during the semester, the approval of the academic dean as well as that of the Dean of Students must be obtained. Normally the deans will not give approval for students on academic probation.

### Authorization

1. When more than three students from a student group are involved, an official form, which may be obtained from the Office of the Dean of Students, must be used.
2. Using the official form, the adviser of a student group lists the students proposed as participants.
3. Once or twice a semester the sponsoring dean checks the academic record of each participating student, eliminating those whose scholastic standing is not sufficiently high.
4. The sponsoring dean then sends the list to the Dean of Students' Office. Students traveling in University vehicles are covered by insurance; students who drive themselves in their own cars may not be covered. Questions about current policy should be directed to the Office of Risk Management and Safety. Travel arrangements should be made known at the time the Activity Program Permit (or memorandum in case of field trips) is completed, and must be noted on the travel regulation line.

### Prescribed procedures and reminders:

1. Students should be in good academic standing and not on probation to be excused from class. (Note: It is responsibility of the Dean, Director, or Department Head approving this form to make this determination.)
2. Probation status occurs following any term when an undergraduate's cumulative GPA drops below a 2.0 or when a graduate student's cumulative GPA drops below a 3.0.
3. Groups of one or two students requesting an excused absence should follow the same process outlined for larger groups.
4. Students must make prior arrangements with their instructors to complete all assignments and/or tests before the absence.
5. Excused absences will not be issued after an activity.





Official Activity Excuse

Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Date(s) Absent from Class: \_\_\_\_\_

Reason: \_\_\_\_\_

A student may be excused from classes for officially authorized functions in accordance with the Excused Absence Policy adopted by the Faculty Senate. (See Section 7.04.02, Handbook for Appointed Personnel, 2000).

\_\_\_\_\_  
Kendal Washington White Date  
Vice Provost for Campus Life and Dean of Students

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