



## Student Excused Absence Policy

**PURPOSE:** Procedure for students to obtain a valid excuse for class absence.

**DEFINITION:** An excuse is defined as a written request from the Dean for a student to be absent from an academic class without penalty.

**BACKGROUND:** Excused absences are issued to students in order to prevent academic repercussions from a legitimate life event. It is not designed to accommodate students who have not acted responsibly. Per University policy, students can be excused for the following reasons (a) illnesses, (b) participation in activities, programs, and business as a University representative, and (c) circumstances or emergencies that are deemed beyond the student's control.

**PROCESS:** The following guidelines apply:

1. *Timing:* All requests for excused absences must be made within five (5) school days after a student is physically able to return to school. Requests made after this period may not be considered.
2. *Medical or Legal:* In order to receive an excused absence from any class or related classroom activity (i.e. exam, quiz or assignment) due to personal or close family member illness, or legal matter, appropriate documentation or statement from a medical or legal professional is required. This statement must be clearly dated and signed by the professional, or designee. However, if the illness does not require medical service, the student must notify the instructor as soon as possible, if he or she is ill and is unable to attend class(es) or related classroom activity (i.e. exam, quiz or assignment).
3. *Death:* In order to receive an excused absence from any class or related classroom activity (i.e. exam, quiz or assignment) due to death of a close family member or friend appropriate documentation, such as obituaries, newspaper articles, etc., confirming relationship is required.
4. *University Sanctioned Events:* Students requesting an excuse for participating in University related activities, programs, or business will submit valid documentation (memo/letter from appropriate department) prior to being excused for missing class.
5. *Reporting:* An instructor and/or director should be notified as soon as the student becomes aware that he or she will be absent from a class. In situations involving a student missing class(es) for reasons beyond his or her control, instructors are encouraged to assess the legitimacy of student's reason for missing class before directing the student to the Office of the Dean.
6. *Approval:* In the SAET, only the Dean can approve excused absences. The form must be completed and submitted to the Office of the Director of Student Services. The Dean will review and if approved, the student will receive the original to submit to appropriate instructors.
7. *Community:* Instructors will assist the student in any academic and/or personal arrangements (if requested) related to attendance. Such assistance will serve to facilitate continued positive academic performance.

It is essential that you act responsibly as a student in a professional school so we may assist you when there is a legitimate personal issue to resolve. The SAET ask your cooperation in helping us to assist you.

**ORIGINAL DOCUMENTATION MUST ACCOMPANY EACH REQUEST**

# EXCUSE REQUEST FORM

Request Date: \_\_\_\_\_

Advisor: \_\_\_\_\_

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

Time: \_\_\_\_\_

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

FAMU student ID: \_\_\_\_\_

Telephone#: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
*Mailing*

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

REASON:  Personal Illness/Dr., Appointment

Family Sickness

Court

Official University Business

Death in Family

Other: \_\_\_\_\_

## Original supporting documentation must be attached.

Absence(s) caused me to miss an assignment, quiz, exam, midterm, final exam, or review:

**Professor**

**Course: Prefix/Number**

*(Example: ARC 1003 Orientation to Architecture)*

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

## STUDENT COMPLETING THIS FORM

*Under penalties of perjury (Fla. Stat. § 92.525), I declare that I have read the foregoing and that the facts stated in it are true.*

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature & Date

*SAET Dean Only:*

Approved  Denied Dean's comments: \_\_\_\_\_

Date: \_\_\_\_\_ Dean Signature: \_\_\_\_\_