

UW REGULATION 6-713 Student Absence Policy

I. PURPOSE

To outline the student absence policy.

II. FACULTY ACTION

Class Attendance: Each student shall attend the course-related sessions (for instance, lectures, laboratories, and discussion sections) and participate in field work deemed necessary to fulfill adequately the academic requirements of each class. Each instructor, at the beginning of every semester, shall stipulate the attendance policy necessary for satisfactory completion of the course.

Authorized Absences: For participation in a University-sponsored activity or for unusual circumstances, such as a personal hardship, an authorized absence may be issued to the student by the Dean of Student's or the Dean's authorized representative. If a student has been hospitalized, or if the student has been directed by his or her physician to stay at the student's place of residence because of illness, the student's physician may issue a statement to the student giving the dates of the student's confinement.

Recognition of Authorized Absences: All instructors shall permit students who have official authorized absences to make up work without penalty in the classes missed. An authorized absence, however, merely gives the individual who missed the class an opportunity to make up the work; the decision to excuse the student from the work required lies with the instructor.

III. ADMINISTRATIVE PROVISIONS.

- A.** Statements from authorized medical sources which verify absences due to illness should be shown directly to instructors concerned. The decision to excuse such absences lies with the instructor, and the Dean of Students will not verify such statements.
- B.** The University Student Health Service has a policy to not provide medical excuses for missed classes. Student Health Service recommend students promptly contact their professors and instructors when they anticipate time out of class due to
- C.** a medical concern.

Source:

University Regulation 713, Revision 1; adopted 7/17/08 Board of Trustees meeting
Revisions adopted 6/16/15 Board of Trustees meeting