**Excused Absence Policy Related to UPPS No. 02.06.03**

**University-Sponsored Events Issue No. 4**

**Effective Date: 03/24/2020**

**Next Review Date: 05/01/2025 (E5Y)**

**Sr. Reviewer: Associate Vice President for Student Success and Dean of Students**

**01. POLICY STATEMENT**

01.01 The purpose of this policy is to provide guidelines for students to receive excused absences from instructors when students are unable to attend classes because they are involved in official Texas State University-sponsored functions (see [UPPS No. 05.06.03](https://policies.txstate.edu/university-policies/05-06-03.html), Student Travel, for more information). Students absent for active military service should contact the Veterans Affairs at Texas State, and reference [G/PPS No. 02.08](https://policies.txst.edu/division-policies/global/02-08.html), Schedule Changes, Drops, and Withdrawals, Section 09., for more information.

**02. DEFINITIONS AND EXPECTATIONS**

02.01 An official university-sponsored event is a function that occurs under the sponsorship of any university academic, administrative, athletic department, unit, center, or institute and is generally university-funded. The function should offer a forum for the development of student academic or leadership skills; provide an educational opportunity; provide a venue in which the reputation of the institution will be enhanced; or serve as an officially-sponsored athletic (i.e., the National Collegiate Athletic Association) event. Examples of official university functions include participation in athletic competitions; attendance as an official student organization representative at statewide leadership or development conferences; participation in scholarly conferences and workshops; participation in official creative or scholarly competitions as a representative of Texas State or a Texas State department or organization; and participation in university-sponsored trips for performing groups, including, but not limited to, the band, Strutters, sports clubs, Student Government, and vocal music ensembles (see [UPPS No. 05.06.03](https://policies.txstate.edu/university-policies/05-06-03.html), Student Travel, Section 02. for a definition of a university-sanctioned student travel event).

02.02 The sponsor who requests approval for an excused absence must be a full-time university employee.

02.03 An excused absence is an absence for which a student is:

1. not penalized by the instructor for being absent from class; and

b. is allowed to make up any missed class work or examinations assigned or scheduled during the specified time period requested or approved.

02.04 Whenever possible, students will schedule classes at times that will not conflict with times when they know they will be absent (e.g., if the volleyball team will miss numerous Tuesday evenings due to travel, a member of the volleyball team should not sign up for a Tuesday evening class).

02.05 To the fullest extent possible, it is the student’s responsibility to inform faculty of expected absences upon receipt of the course syllabus. The student and instructor should work out arrangements for exceptions to the absence policy in the course syllabus by the third class day of the semester (see [AA/PPS No. 02.03.01](http://policies.txstate.edu/division-policies/academic-affairs/02-03-01.html), Conduct and Planning of Courses for further information regarding faculty attendance policies).

**03. PROCEDURES FOR REQUESTING AN EXCUSED ABSENCE**

03.01 As soon as possible after learning that they will be absent because of an official university-sponsored function, a student should submit the [Official University-Sponsored Function Registration for Events Not Requiring Travel Documents form](https://sa.txstate.edu/pps/upps020603RegistNonTravel.pdf) to the instructor for each class that will be missed. When the student presents the [Official University-Sponsored Function Registration for Events Not Requiring Travel Documents form](https://sa.txstate.edu/pps/upps020603RegistNonTravel.pdf) to the instructor, the student and instructor should discuss the coursework for which the student will be responsible for completing. The student is responsible for initiating this discussion and submitting assignments according to the instructor’s directions.

03.02 The [Official University-Sponsored Function Registration for Events Not Requiring Travel Documents form](https://sa.txstate.edu/pps/upps020603RegistNonTravel.pdf) requires the signature of the official advisor, director of the organization or department sponsoring the event, and the instructor verifying approval.

**04. VERIFICATION PROCEDURES**

04.01 A [website](https://webapps.sa.txstate.edu/excusedabsence) is administered through the Vice President for Student Success (VPSS) office and lists official university-sponsored functions. Information listed on the [website](https://webapps.sa.txstate.edu/excusedabsence) will include the organization, description of event, date and time of event, and travel time required (if any). A list of students attending the event should be kept by the director or organizer of the event.

04.02 The advisor or director of the organization sponsoring the event must assure that the correct information is posted on the [website](https://webapps.sa.txstate.edu/excusedabsence) in a timely manner. Questions about the event posting should be directed to Student Involvement @ LBJSC at 512.245.3219.

04.03 For non-athletic events, the student is responsible for assuring that the appropriate travel documentation is completed and submitted to all appropriate offices prior to the travel (see [UPPS No. 05.06.03](https://policies.txstate.edu/university-policies/05-06-03.html), Student Travel, for further information regarding travel documentation). Student Involvement @ LBJSC will use the information from travel documentation submitted to their office in order to register official university-sponsored functions on the [website](https://webapps.sa.txstate.edu/excusedabsence).

04.04 To request an event be listed on the [website](https://webapps.sa.txstate.edu/excusedabsence), the sponsor or organization advisor should submit the request to Student Involvement @ LBJSC, with travel paperwork per [UPPS No. 05.06.03](https://policies.txstate.edu/university-policies/05-06-03.html), Student Travel (if applicable), via email to [getinvolved@txstate.edu](mailto:getinvolved@txstate.edu), or by hardcopy to Student Involvement at LBJ Student Center room 4-2.1.

**05. RESPONSIBILITY FOR COMPLETION OF COURSEWORK**

05.01 Class absences covered by this policy do not excuse a student from completing all work associated with the classes that are missed.

**06. REVIEWERS OF THIS UPPS**

06.01 Reviewers of this UPPS include the following:

Position Date

Associate Vice President for Student May 1 E5Y

Success and Dean of Students

Assistant Vice President for May 1 E5Y

Academic Services

Associate Director, May 1 E5Y

Student Involvement @ LBJSC

System Services Supervisor, May 1 E5Y

Student Success

Associate Athletic Director May 1 E5Y

Dean, College of Fine Arts May 1 E5Y

**07. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Associate Vice President for Student Success and Dean of Students; senior reviewer of this UPPS

Vice President for Student Success

President