

**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3:034	Supersedes Policy Number: N/A
Date: December 20, 2010	Dated: January 24, 2007
Subject: University Excused Absences for Students	Mandatory Review Date: December 20, 2015
Initiating Authority: Vice President for Student Affairs	TBR Policy/Guideline Reference: N/A
Approved: President: signature on file	

When students are scheduled to participate in an institutionally scheduled activity (for instance, athletic activity, band, or military event), class absences that fall during the sanctioned time (this time may include travel) shall be considered as excused absences. Although the students are excused from attending class, the students have the responsibility to check with the instructor to find out what work was missed. Staff members shall make reasonable arrangements for students to make up assignments, quizzes and tests missed during the excused absence. These make-up activities shall be comparable to the missed assignment, quiz or test and shall not be graded for reduced credit or treated as a dropped grade.

The athletic director shall determine whether a particular athletic-related activity qualifies as a university-excused absence. The Dean of Students shall determine whether a particular student affairs-related activity qualifies as a university-excused absence. If a faculty member desires to have a class-related activity designated as a university-excused absence, s/he must request prior approval from his/her department head. Additionally, department heads must request prior approval from the appropriate Dean. Once an activity has been granted excused status by an academic dean, the athletic director or the Dean of Students (as may be appropriate), the excused absence policy will take effect.