

# University-Excused Absences Policy

## Policy Statement

Undergraduate and graduate students with a university-excused absence will be allowed to make up, at an alternative time to be determined by the professor, scheduled examinations or quizzes that will be missed. The professor will designate such times prior to the event and the make-up should be as soon as possible following the missed class. Professors can provide a fair alternative to taking the examination or quiz that will be missed. Students must recognize that some activities cannot be directly made up (e.g., a laboratory, group presentation, off-campus experience), and faculty will arrange a fair alternative to the missed work. Students in programs with external accrediting bodies must also be aware that there may be attendance requirements that cannot be made up.

## Examples and Implementation

The following are examples of university-excused absences:

- I. Students participating in university-sanctioned events, such as the Marching Band and NCAA athletic events, will be granted an excused absence(s) by the respective faculty members for class periods missed. Students must submit university-excused absence documentation on university letterhead signed by the activity director, coach, or advisor detailing the specifics of the event in advance.

Specific requirements include the following:

1. Responsibility for meeting academic requirements rests with the student.
2. Students are expected to notify and provide the required documentation to their professors as soon as they know they will be missing class due to a university-sanctioned event.
3. Students are expected to complete the work requirement for each class and turn in assignments due on days of the event prior to their due dates unless other arrangements are made with the professor.
4. If a scheduled event is postponed or canceled, the student is expected to attend class.
5. Students are not excused from classes for practice on nonevent days.

The following are specifics for the student athlete:

1. The student athlete is expected, where possible, to schedule classes on days and at hours that do not conflict with athletic schedules.
2. Athletes are not excused from classes for practice or training-room treatment on non-game days.

- II. West Chester University recognizes required service in the United States military, including but not limited to the Pennsylvania National Guard, as a legitimate reason to miss up to 2 weeks during a 15-week semester, or the equivalent. Service members must submit a copy of their orders to the Registrar's Office (<https://www.wcupa.edu/registrar/>). The Registrar's Office will communicate with

respective faculty members and the student will be granted a university-excused absence(s) for the class period(s) missed. Service members required to miss more than 2 weeks during a 15-week semester, or the equivalent, can withdraw from the term in a non-punitive manner in accordance with Pennsylvania state law. Students are expected to work closely with faculty and the Registrar's Office to ensure their academic success.

- III. In the event of a student's medical emergency, including serious health conditions as outlined in the Family and Medical Leave Act, or the death of a student's immediate family member, faculty members are expected to provide, within reason, an opportunity for students to make up work. Students are responsible for contacting Student Assistance ([https://www.wcupa.edu/\\_services/STU/health-and-wellness/student-assistance.aspx](https://www.wcupa.edu/_services/STU/health-and-wellness/student-assistance.aspx)) for documentation as soon as possible to facilitate make-up course work.
- IV. Consistent with guidelines set forth by the Family and Medical Leave Act, students who become parents of new children or have children with serious health conditions that require the student-parent to miss up to 2 weeks during a 15-week semester, or the equivalent, will be given a university-excused absence for the courses that are missed. Students are responsible for contacting Student Assistance ([https://www.wcupa.edu/\\_services/STU/health-and-wellness/student-assistance.aspx](https://www.wcupa.edu/_services/STU/health-and-wellness/student-assistance.aspx)) for documentation as soon as possible to facilitate make-up course work. Students required to miss more than 2 weeks during a 15-week semester, or the equivalent, can withdraw from the term up until the term-withdraw deadline.
- V. West Chester University acknowledges excused absences in accordance with federal and state legal statutes, including but not limited to compliance with jury duty, subpoenas, and notices of deposition. Students are responsible for contacting Student Assistance ([https://www.wcupa.edu/\\_services/STU/health-and-wellness/student-assistance.aspx](https://www.wcupa.edu/_services/STU/health-and-wellness/student-assistance.aspx)) for documentation as soon as possible to facilitate make-up course work.