

August 8, 2011

Memo To: Academic Deans, Department Chairs and Faculty
From: Shirley Willihnganz, Executive Vice President/ University Provost
Re: EXCUSED ABSENCES POLICY

This is a reminder that the university has an Excused Absences Policy that allows students to be absent from class when they participate in university-sanctioned events or activities, the definition of which is as follows: "A university sanctioned event or activity shall be one in which a student represents the university to external constituencies in academic or extra-curricular activities. These include but are not limited to student government congresses, intercollegiate athletic and debate contests, music competitions, academic meetings, and conferences..." Please refer to: <http://louisville.edu/provost/what-we-do/classroom-policies/classroom-policies.html#excusedabsences> (Resolved by the Faculty Senate 9/6/06)

The intent of the policy is to ensure that faculty will provide opportunities for students to make up work they miss as a result of university excused absences. Students who provide documentation of participation in university-sanctioned events should not be penalized.

The policy also assumes that students with excused absences will work diligently to complete the assignments for the class and will create as little disruption to class processes as possible. To that end, students are expected to attend lecture and laboratory sessions and field experiences in the courses for which they are registered with the fewest absences possible. Students are expected to complete assignments on time, actively participate in their classes, and provide documentation of dates for university excused absences or notification of tentative dates. Students are to acknowledge that their excused absences make their regular attendance at other times essential.

As the chief academic officer of the University, I expect all students, staff, faculty, department chairs, and deans to follow university policy, and this policy is no exception. Every effort should be made to accommodate students who are representing the University. Questions about the proper administration of the policy should be taken up with the sponsoring faculty or staff member who may consult with this office through Dr. Dale Billingsley, Vice Provost for Undergraduate Affairs (dbbill01@louisville.edu or 852-5209).

cc: Dale Billingsley