



Application for University Excused Absence

Marshall University School of Pharmacy

Office of Academic and Curricular Affairs

Please provide the information requested on this form and submit directly to the Office of Academic and Curricular Affairs with appropriate documentation. Only original documents or verified faxed copies are allowed. The policy for University Excused Absences is explained on the reverse side of this application.

For more information, refer to the Board of Governors' policy.

Name:	MU ID Number:
Date(s) of Absence:	
MU Email Address:	Telephone:

Please list the classes for which you are seeking an excused absence.

Course Name/Number (PHAR101)	Section Number (Section 103)	Meeting Day and Time (M,W,F 8:00 am)	Instructional Team Leader's Name and Email Address (John Smith, smith@marshall.edu)

Below, describe the reason for your absence.

Please note: *Routine medical appointments are not excused absences. Excused absences are approved only for the dates confirmed in your documentation and must be submitted at the time of application.*

Confidential requests can be made directly to the Associate Dean of Academic Affairs and Curriculum.

I hereby certify that the information provided in support of this request is accurate and I authorize Marshall University to verify its contents. Submission of altered or other false documentation is a violation of the Student Code of Rights and Responsibilities and is subject to University Judicial processes.

Signature: _____ Date: _____

Marshall University Class Absence Policy

Refer to the [Board of Governors Policy No. AA-13 Class Attendance](#) document.

Marshall University policy states that each instructor evaluates the importance of class attendance. In the course syllabus the instructor provides his/her policy on class attendance, making up missed work, and related matters. Absences can be handled by an arrangement between the Instructor and the student or, if either party requests such the student can obtain an official excuse following the procedure below.

University excused absences are approved for the circumstances listed below. For excused absences, the student should not be penalized and the student must be given an opportunity to catch up/make up work missed. This excludes the completion of clock hours, as in clinical experiences, practica or internships whose maximum number of absences will be determined by the department chair or program supervisor. This policy does not supersede program accreditation requirements. Students must also understand that some class activities, including class discussions, simply cannot be made-up.

1. **University-Sponsored Activities**

- a. *Academic activities* including, but not limited to, performing arts, debate and individual events. Honors classes, and departmental functions.
- b. *Athletics*. These absences are to be excused by the Provost.
- c. Other university sponsored activities, including *student government and student organizations*. These activities are to be approved by the Dean of Student Affairs and excused by the Office of Academic Affairs prior to any notice being sent to faculty.

2. **Illness or Death in the Family**

All requests under this category are submitted to the Dean of Student Affairs.

- a. *Illness or Injury of Students*: The student who seeks an excused absence must submit written confirmation of treatment by a medical practitioner. This documentation should be presented as soon as the student returns to class. Documentations must include the inclusive dates.
- b. *Death or critical illness in the Immediate Family*: "Immediate Family" is defined as spouse, child, parent, legal guardian, sibling and grandparent. The student who seeks an excused absence for this purpose must submit acceptable documentation.
- c. *Illness of Family Members*: Students seeking excused absences for the critical illness of a family member must provide documentation of the circumstance. Requests are normally approved only when the student is required to be a primary caregiver of the ill family member.

3. **Military Obligations**

To be excused by the Dean of the Student's college.

4. **Jury Duty or Subpoena for Court Appearance**

Student must submit subpoenas or notification of jury duty to the Dean of the student's college.

5. **Religious Holidays**

To be excused by the Dean of Student Affairs.

The student who seeks an excused absence must do so immediately following the event/activity/incident by submitting this request form and appropriate supporting documentation to the Associate Dean of Academic Affairs and Curriculum.