

# Absence & Non-Medical Excuse

A student is considered absent from a class if the instructor/facilitator (by whatever means he/she selects) is unable to confirm that student's presence when attendance is taken. If absence from a particular session is anticipated or occurs spontaneously due to illness or other extenuating circumstances, proper notification procedures must be followed.

## SAS Non-Medical Excuse

In extraordinary circumstances, a student within the School of Arts and Sciences may be granted an excused absence (non-medical excuse) from required course activities, excluding examinations. A non-medical excuse is categorized as a catastrophic event, religious observance, scholarly/ administrative activity, and visa appointment.

The non-medical excuse may be granted for one to five (5) business days.

To apply for a non-medical excuse, students should follow the procedures described below.

- **Catastrophic Events:** Unforeseen and extraordinary events (e.g., funerals, hospitalization of a family member (beyond 2 days), family emergency) may be considered for an excused absence. The student must inform the Dean of Students (DOS) office Students and provide proof of the incident to [dos@sgu.edu](mailto:dos@sgu.edu).
- **Religious Observances:** A student who wishes to observe a religious holiday may receive an excused absence if the appropriate protocol is followed for seeking the excused absence. Specifically, the student must inform the Dean of Students (DOS) office of the dates of the religious holidays within the first month of each academic term in order for these absences to be approved. Any dates of travel associated with the religious observance beyond the actual holiday are NOT covered by excused absences.
- **Scholarly/Administrative Activities:** Activities that enhance a student's scholarly achievement and/ or contribute toward the administrative activities of SGU's School of Arts and Sciences may be eligible for an excused absence. Examples may include presenting at a national conference or attending required meetings with officials of SGU. The student must inform the Dean of Students (DOS) office and provide proof of scholarly/administrative activities (conference and travel itinerary) to [dos@sgu.edu](mailto:dos@sgu.edu) at a minimum of two weeks before travel.
- **Visa Appointments and Jury Service:** In exceptional instances, students may be granted permission to attend visa appointments and jury service during the semester. The student must inform the Dean of Students (DOS) office Students and provide proof of visa appointment and travel itinerary and/or an official letter of jury service to [dos@sgu.edu](mailto:dos@sgu.edu) at minimum one week prior.