

**SAN JOSÉ STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSÉ, CA 95192**

**S22-2, University Policy, Student Excused Absences**

**Legislative History:**

## **Student Excused Absences Policy**

Students may have valid reasons to miss one or more classes, whether anticipated or unforeseen. Students are responsible for informing their instructor in writing about such absences as soon as possible. Absences may be considered “excused” and may require

absences, or absences on the days of tests, presentations, and other graded activities.) Faculty shall reasonably accommodate absences to the extent possible.

Excused absences normally should not exceed two cumulative weeks of class time. The faculty member should make arrangements with the student to address missed learning opportunities, which could include submitting work late, completing different but comparable assignments, or waiving an assignment.

### 3. Possible considerations following extended absences

The following are situations when an excused absence could become an incomplete or a course withdrawal. Students should consult with their instructor and advisor to determine the most suitable course of action.

If the absence exceeds two consecutive weeks of class time.

If the student returns to the class and attempts in good faith to complete the missing work but is overwhelmed and cannot finish.