

Legislative History:

Original Policy S22-2 in 2017, Revised Policy S22-2 in 2020, and Revised Policy S22-2 in 2023. The original policy was amended by the Board of Regents in 2020 and 2023. The current policy is Amendment A to University Policy S22-2 as presented below.

**Approved and signed by President
Cynthia Teniente-Matson on
April 25, 2023.**

Whereas: The word "accommodation" is a legal term associated with making a program accessible to a person with a disability; and

Whereas: Every effort should be made to utilize language that preserves the

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 modification or flexibility for course requirements.

1. Student responsibilities

If a student is aware of a future absence ahead of time, the student shall notify the instructor in writing within the first two weeks of classes or as soon as the student learns of the need for an absence. If the student must be absent for an unforeseen reason, they shall inform the instructor as soon as circumstances permit.

Absences can happen for any number of reasons. The following list provides examples, but there are many other possibilities not captured among these.

- ROTC or other military duties
- Jury duty
- Death of a family member or friend
- Illness or injury, including physical and mental health-related issues
- University-sanctioned SJSU Athletics competitions
- University-sanctioned leadership conferences
- Academic or research conferences
- Addi

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.