

AAU's Excused Absence Policy

Online and Onsite

The intent of the Academy's excused absence policy is to hold all students accountable for producing work that meets the quality standards for a class, while not unfairly penalizing students who, through no fault of their own, must occasionally submit work late. However, if a student does not meet the agreed upon deadline for submitting the late work, her/his grade will suffer. Students with excused lateness must be held to the same performance standards as all other students.

Officially excused absences apply to:

- Students or immediate family members with a medical or family emergency.*
- Serious or sustained illness that is sufficient to prevent a student from attending class and/or completing work on time.
- Late Registration.
- Student-athletes engaged in official AAU athletics games/game-related travel.
- Note: practices are never an excuse for absence from class.

Even in the flexible environment afforded by online classes, there may be occasions where serious life/health crises affect students' work. As an instructor, you must accommodate students who are "absent" and therefore late in completing their work due to such special circumstances.

Under the above circumstances, you may not penalize students simply for late work, provided they contact you in a timely manner. Clarify with your students that they must notify you and their classmates, if appropriate, in advance if they are going to be absent.

It is important to understand that by adhering to the AAU's excused absence policy, instructors are not bending the rules. These are the rules. The intent of the policy is to hold all students accountable for producing work that meets the quality standards for that class, while not unfairly penalizing students who through no fault of their own must miss occasional classes.

- Do not penalize students with excused absences simply for being absent.
- Do require students to make up the work.
- Do evaluate the work according to the same standards you always use.

Official Athletics-Related Absences

As a faculty member, here are the university policies you need to know relating to official athletics-related absences:

- Student-athletes should not be penalized simply for being absent due to official, AAU game-related absences. The university recognizes game-related absences as "officially excused".
- Students are accountable for all work missed due to the excused absence. Students are responsible for arranging to make up missed work in a timely manner, as agreed with the instructor. A deadline of one week from the class missed is suggested.
- The Athletics Department requires student-athletes to complete a plan for making up missed work, in consultation with their instructors. This is to encourage a more proactive and professional approach on the student's part.

** Students need to provide documentation for excused absences only. Instructors are not required to collect documentation for illnesses and emergencies, although the student may need to provide this for grievance/refund purposes.*

- As an instructor, you will know which absences are official and game-related. Student- athletes who miss classes due to game-related absences are required to show their instructors an official form from the AAU Athletics Department verifying the dates of these absences.
- Practices are never cause for excused absences. If you are in doubt about how to handle a particular absence, or have any other questions, please contact Melissa Sydeman, the Faculty Athletic Representative at 415 618-6510. Melissa liaises between the faculty and the Athletics Department to make sure that academic integrity is being upheld.



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