

# Sanctioned Absence Policy

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**Effective Date:** September 4, 2019

**Approved by:** Mike Harris, Dean of Student Affairs

**Policy Owner:** Dean of Student Affairs

**Last Reviewed:**

**Last Revised:**

**Revision Approved by:**

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## Activity Absences

Only those absences that are submitted under the following procedures are considered sanctioned by the university. If you are not on the absence list, the absence is not sanctioned as a university activity.

It is the student's responsibility to meet with the instructor prior to departure for information given in class such as notes, assignments, or to schedule a make-up test. It is the student's responsibility to make up work as per each individual instructor's requirements.

The instructor will determine whether work must be made up prior to departure or how many days after the return that the work is due. Laboratories may have to be arranged to be made up at a later date. If the instructor's policy is not in the syllabi, the instructor may open the door for allowing for makeup work/labs/exams to be decided by the Dean of that school or the Department Chair. If work is completed according to instructor's policy, instructors cannot penalize a student for being absent for OPSU sanctioned activities.

## Athletics

Two business days prior to a scheduled athletic event, the appropriate coach or Director of Athletics, will submit via email to the Office of Student Affairs ([student.affairs@opsu.edu](mailto:student.affairs@opsu.edu)) a list of participating students, dates/times they will be gone, and a request to notify faculty of student absences from class. The Office of Student Affairs is responsible for sending out the list of athlete's missing class to all OPSU faculty.

## Clubs

Two business days prior to scheduled event, the advisor for that club, the Dean of the School, or Chair of the Department will submit via email to the Office of Student Affairs ([student.affairs@opsu.edu](mailto:student.affairs@opsu.edu)) a list of participating students, dates/times they will be gone, and a request to notify faculty of student absences from class. The Office of Student Affairs is responsible for sending out the list of students missing class and the specific activity. Approved absences include but are not limited to: musical performances, academic conferences, class field trips, academic competitions, athletic competitions, and class-required attendance at special campus events.

## Emergency Absences

Consult course syllabus for additional instructor policy.

### Death

In the unfortunate event that you experience the loss of a parent, guardian, sibling, spouse, roommate, or other person close to you, please notify or have a friend or family member notify the Office of Student Affairs([student.affairs@opsu.edu](mailto:student.affairs@opsu.edu)). Should you need to be absent from classes, please remember that you may be asked and are responsible for providing documentation of the death or funeral services attended to your instructors and academic advisor(s). Documentation may include, but is not limited to a memorial service program or newspaper/website obituary notice.

### Illness

In the event that you experience an illness/injury that requires hospitalization or extended absence or isolation, please have a friend or family member notify the Office of Student Affairs ([student.affairs@opsu.edu](mailto:student.affairs@opsu.edu)) and they will notify your instructors. Upon return to class, you will need to provide documentation to your instructors signed by the doctor.