



**Policy Number:** 1.004  
**Originating Office:** Academic Affairs  
**Responsible Executive:** Provost/VP for Academic Affairs  
**Date Issued:** 8/23/12  
**Date Last Revised:** 6/1/2026

# Academic Excused Absence Policy

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## I. REASON FOR THIS POLICY

The purpose of this policy is to provide guidelines for students to receive excused absences from instructors when students are unable to attend classes because they are involved in official university-sponsored functions.

## II. STATEMENT OF POLICY

### **University Sanctioned Events and Military Training**

Students who miss class due to participation in university-sanctioned events or military training must be given the opportunity to make up missed work without penalty. To arrange make-up work, students shall contact their instructor at least 5 working days or as soon as reasonably possible before the absence and be prepared to provide applicable documentation from the sponsoring unit to indicate the dates that the student will be absent from class.

### **Absences**

Faculty have discretion to accept a student's request for an excused absence on their own. In cases where faculty choose not to accept a student's request, the student may then turn to the Dean of Students or Associate Dean of the Knudson School of Law for a determination. For absences due to

medical issues, family funeral, or family emergencies, a student shall contact the Dean of Students ([deanofstudents@usd.edu](mailto:deanofstudents@usd.edu)), or the Associate Dean of the Knudson School of Law, as appropriate, who will make a determination that the absence is consistent with policy and provide notice of the excused absence to the student's course instructors. Upon request of the Dean of Students or Associate Dean of the Knudson School of Law, the student shall provide documentation to verify the absence. For medical absences, documentation ideally includes a note from a licensed medical provider, discharge paperwork, or other verification indicating the date(s) the student was medically unable to attend class. Results of home testing kits may also be submitted. Absences associated with family emergencies or funeral attendance require verification of the emergency or service as well as the student's relationship to the involved family member. All documentation must be provided to the Dean of Students or Associate Dean of the Knudson School of Law within one week of the conclusion of the absence. Submission of documentation does not guarantee approval.

The student must work with the faculty member and/or the department chair to arrange a solution which may include but is not limited to make-up work, withdrawal, or an incomplete given the nature of the course activities missed. Medical students in the Sanford School of Medicine should consult their student handbook for appropriate procedures for absences.

Students may appeal any academic decision that affects their participation in or completion of university academic programs through the South Dakota Board of Regents Academic Appeal [Policy 2.9.1](#).

Excusal of all other absences not listed here may be approved by the Dean of Students or Associate Dean of the Knudson School of Law after consultation with the provost.

### III. DEFINITIONS

**University Sanctioned Event:** These events have been officially approved by the President or designee. Examples of these events include, but are not limited to, athletic competitions, IdeaFest or other conference presentations, performing arts events including pep band and marching band, and President's Student Leadership Institute.

### IV. PROCEDURES

To the extent possible, students should notify the instructor during the first week of the semester of possible missed dates. Instructors are required to allow for such make-up in a timely manner when a student is absent because of participation in university-sanctioned events approved by the President or designee, military service, or documented absences approved by the Dean of Students or the Associate Dean of the Knudson School of Law. An instructor may have special attendance/requirement policies for

particular classes, whenever those policies are not in conflict with the student's rights to make up missed requirements as described above. Medical students in the Sanford School of Medicine should consult their student handbook for appropriate procedures for absences.

## V. RELATED DOCUMENTS, FORMS AND TOOLS

Not applicable.