



Policy Number: 1.004
Originating Office: Academic Affairs
Responsible Executive: Provost/VP for Academic Affairs
Date Issued: 8/23/12
Date Last Revised: 6/2/2025

Academic Excused Absence Policy

Policy Contents

I. REASON FOR THIS POLICY.....	1
II. STATEMENT OF POLICY	1
III. DEFINITIONS	2
IV. PROCEDURES.....	2
V. RELATED DOCUMENTS, FORMS AND TOOLS	2

I. REASON FOR THIS POLICY

The purpose of this policy is to provide guidelines for student 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.

Extended Absences

For extended absences (more than 3 consecutive class days) due to medical issues, family funeral, or family emergencies, a student shall contact the Dean of Students (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. The student must work with the faculty member and/or the department chair to arrange a solution

which may include 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 through the South Dakota Board of Regents Academic Appeal [Policy 2.9.1](#).

III. DEFINITIONS

University Sanctioned Event: These events have been officially approved at the Vice President level. 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 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 school sponsored events approved by the designated Vice President, military service, or documented extended 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.