

**SAN JOSÉ STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSÉ, CA 95192**

**S22-2, University Policy, Student Excused Absences**

**Legislative History:**

On March 7, 2022 Interim President Steve Perez approved and signed University Policy S22-2, Student Excused Absences. On April 25, 2023, President Cynthia Teniente-Matson signed and approved Amendment A to University Policy S22-2. Amendment A is incorporated below.

**University Policy  
Student Excused Absences**

Whereas: While faculty and staff have the ability to take an excused absence without penalty during a semester, students currently do not have this option; and

Whereas: Some faculty have denied students the ability to make up work when students have had a family emergency or work problem; and

Whereas: Students can have valid reasons for missing classes and should have the option to make up work as long as the work is submitted in a reasonable time frame; and

Whereas: SJSU is trying to promote student success and timely graduation, so supporting students during times of short-term crisis is one way to help students continue to succeed and graduate on time; therefore be it

Resolved: That the following become university policy.

Approved: February 21, 2022

Vote: 12-0-1

Present: Allen, Frazier, French, Jackson (non-voting), Kaur, Lupton, Masegian, Rollerson, Sen, Walker, Wilson, Wolcott, Yang, Yao

Absent: Hill, Leisenring (non-voting), Merz, Kumar

Financial Impact: None.

Workload Impact: Some significance for faculty workload in the case of makeup assignments or exams.

## 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
- Adding a class late (though still during the add period)
- Duties related to elected or appointed Associated Students representatives
- Mandatory work-related activity or travel that temporarily impacts a student’s ability to participate in their academics
- Caregiving duties for family members, including parents, spouses or domestic partners, a minor child, an adult child, a child of a domestic partner, grandparent, grandchild, or sibling<sup>1</sup>
- Personal instability in a student’s life that temporarily affects their ability to attend class<sup>2</sup>
- Religious holidays (see University Policy S14-7)
- Unanticipated emergencies or instabilities

### 2. Faculty responsibilities

Faculty shall treat personal matters of “reasons for absence” with the utmost sensitivity. Students may have reasons included in the list above, or they may have others; they also may be reluctant to mention specifics, and faculty should be understanding when that is the case. Faculty should request documentation only in rare cases. (Faculty members may only require students to provide verification for repeated or successive

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<sup>1</sup> Family often extends beyond those defined herein. Faculty should be considerate of those family members that may not be clearly defined here, but have a familial relationship with the student.

<sup>2</sup> Personal instability may include housing instability, food insecurity, or other financial crises.

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.