Students are expected to attend classes. An academic program or individual instructor may require a specified level of attendance as a condition for successfully completing a course. Likewise, instructors may assign a portion of final course grades based on attendance and participation. Faculty must inform students of attendance requirements on syllabi.

Instructors should accommodate excused absences by making arrangements with students ahead of time (when possible) or by providing a reasonable amount of time to make up missed work. Arranging to make up missed work is the responsibility of the student. For graded work that requires participation in situ (e.g., discussions, group activities, and some labs), instructors will attempt to provide reasonable alternatives that accomplish the same learning outcomes. Nevertheless, an instructor may determine that missing a certain amount of participation-dependent activities (whether excused or not) precludes successful accomplishment of learning outcomes. In cases like this, instructors, academic advisors, or academic deans may advise students to withdraw from such courses. In cases where excused absences are anticipated in advance, advice on successful accomplishment of learning outcomes can be given at (or before) the start of a term.

There are two categories of excused absences for which accommodations will be made: scheduled and unscheduled.

- **Scheduled absences** involve time conflicts that are known in advance, for which students have notified their instructors. Acceptable reasons for scheduled absences include observation of religious holy days, court-imposed legal obligations (e.g., jury duty and subpoenas), special requirements of other courses and University-sponsored events (e.g., performances, athletic events, judging trips), and requirements of military service. Employment schedules, athletic training and practice schedules, and personal appointments are not valid reasons for scheduled absences.

- **Unscheduled absences** involve unforeseen emergencies such as illness, injury, hospitalization, deaths in the immediate family, consequences of severe weather, and other crises. Students should contact instructors as soon as possible in these cases. Instructors may require documentation or verification to excuse unscheduled absences.

Care will be given to schedule required classes and examinations in view of customarily observed religious holy days. No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief.

Any student who believes they have been treated unfairly with regard to the above may seek review of a complaint through Office of Diversity, Inclusion and Equal Opportunity (http://www.usf.edu/diversity/equal-opportunity/index.aspx).

**Procedures for Excused Absences and Make-up Work**

Students must notify their instructors of scheduled absences (for approved reasons as noted above) at the beginning of each academic term. Pointing out specific conflicts with scheduled examinations or other scheduled assignments/activities should be part of this notification. In the event of an emergency unscheduled absence (as described above), students must contact their instructors as soon as possible and provide documentation if required.

If an excused absence coincides with an examination, the student:

1. Will be given a reasonable opportunity to make up the exam, or
2. Will not have that work averaged into the student’s grade, as agreed to between the student and the instructor.

Counting the missed examination as a lowest score to be dropped at the end of the term does not constitute a reasonable opportunity. If an excused absence coincides with other graded work (e.g., homework collection, quizzes, presentations, activities, etc.), the student shall be given a reasonable opportunity to make up such work or shall not have that work averaged into the student’s grade, at the discretion of the instructor.

As noted above, however, an instructor may determine that excessive absences (whether excused or not) may threaten or preclude a student’s successful completion of a course. Similarly, making up work for unexcused absences may be allowed or declined entirely at the discretion of the instructor.

**Documented Jury Duty**

The University respects the need for all citizens to serve on a jury when called to duty. If a student serves as a juror, class absences will be considered excused when the student provides advance notice to the instructor, the
Instructor acknowledges the request, and the student provides written verification of jury selection and proof of service.

Any potential student juror may notify the court of conflicts or undue hardship and request an excuse from service. The individual student must make the decision as to whether jury service will present an undue hardship and then take the affirmative action to request to be excused from service and may need to provide a written explanation to the court. If a student does not request to be excused and is selected to serve, the student may miss a prolonged period of time resulting in the inability to complete the academic requirements of classes.

**Documented Medical Attention for Illness**

Students are excused for absences due to documented illnesses that require medical attention. While students should not attend class with infectious conditions, even if medical attention is not sought, the decision to excuse absences from undocumented illnesses is at the discretion of the individual instructor. Consideration should also be given to students whose dependent children experience serious illness. Extended illnesses may interfere with the successful completion of courses, and in such cases a student should contact his or her college by the deadline to drop a course. After the drop deadline, students may submit an Academic Regulations Committee (ARC) Petition to drop or withdraw for medical reasons (http://www.usf.edu/undergrad/academic-processes/academic-regulations-committee/index.aspx). Students may find additional information through their college ARC representative.

**Alternative Academic Process for Seriously Traumatized Students**

An alternative academic process is provided for those seriously traumatized students who have received assistance from the Center for Victim Advocacy and Violence Prevention (http://www.usf.edu/student-affairs/victim-advocacy/index.aspx) or the Counseling Center (http://www.usf.edu/student-affairs/counseling-center/) or Student Health Services (http://www.usf.edu/student-affairs/student-health/services/index.aspx) when the professionals of those centers have reviewed the personal and confidential information related to the student’s experience to determine appropriate actions for the student.

The USF Center for Victim Advocacy and Violence Prevention, the Counseling Center and Student Health Services will assist in determining appropriate actions, including waiving certain academic regulations to accommodate the student’s needs. The appropriate center will send the student petition—with the recommended action—to the Associate Dean of Undergraduate Studies (http://www.usf.edu/undergrad/) who will assist with the process after reviewing the request.

**Medical Amnesty (Student Reporting)**

The University of South Florida System (USF System) supports an inclusive learning environment that promotes the health and safety of all members of the University community.

This Medical Amnesty Policy (http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-004.pdf) seeks to diminish fear of University-imposed disciplinary or conduct sanctions in emergency situations due to alcohol or other drug use or misuse.

Any student who qualifies for amnesty under this policy will not be charged with violations of any of the University System Student Codes of Conduct as those Codes relate to consumption and/or use of alcohol and/or drugs. Under this Policy, students who seek or receive emergency medical assistance for themselves or students who seek assistance for another student experiencing an emergency related to the consumption of alcohol and/or other drug use or misuse may qualify for amnesty. Although students who qualify for amnesty may be exempt from the Student Conduct (http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6_0021.pdf) process, they may be required to complete educational measures and pay for any incurred cost associated with those requirements.

**Early Notification of Instructor Requirement for University Sponsored Activities**

The University recognizes the importance of participation in University-sponsored activities such as musical and theatrical performances, athletic competition, and debate. It also recognizes that such participation may result in conflicts with scheduled class times. It is the responsibility of participating students to provide a full list of anticipated conflicting days to instructors by the end of the first week of the term, and directors and advisors of University activity programs have an obligation to assist students with this task. Students are responsible for identifying potential absences specific to a particular class and notifying individual instructors of these conflicts, especially for conflicts with scheduled examinations.

Please note that a general schedule for a team or ensemble does not satisfy this notification requirement. Students should provide instructors with addenda (e.g., end-of-season tournaments, newly scheduled events, or rescheduled
events) that result in new conflicts as soon as they are available. Directors and advisors of University activity programs should consult with participating students prior to registration to help them choose courses that do not have excessive anticipated conflicts.

**Early Notification Requirement for Observed Religious Days**

In accordance with USF System Policy 10-045 ([http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf)), USF faculty members will try to avoid scheduling examinations on customarily observed religious holidays. Students must provide written notice to their instructors at the beginning of each academic term if they expect to be absent for a class or announced examination for the observance of religious holy days. In any case, no student shall be compelled to attend class or sit for an examination at a day or time when such activity is prohibited by his or her religious belief, as long as the student has provided timely notice.

If a student believes that an instructor or program has not responded reasonably to a timely notice of expected observance of religious days, they may seek review of a complaint through the University's Office of Diversity, Inclusion, and Equal Opportunity ([http://www.usf.edu/diversity/forms-policies/index.aspx](http://www.usf.edu/diversity/forms-policies/index.aspx)).