

ABILENE CHRISTIAN UNIVERSITY

Advance Approval for Absence

The guidelines for approved absences are stated in the attendance policy, Faculty Handbook. The sponsor is responsible for allowing adequate time for approval. Students should submit a **signed copy of this form to all affected classes at least 7 days prior to the absence.**

Group _____ Destination _____

Purpose _____

Date/Time Leaving: _____ (date) _____ (hour)

Date/Time Returning _____ (date) _____ (hour)

Sponsor _____
(signature) (phone) (date)

Students: (alphabetical)

Banner ID #:

Approvals required:

Dean and Provost

(Dean signature) (date)

(Provost signature) (date)

ABILENE CHRISTIAN UNIVERSITY

Attendance Policy **Advance Approval for Absence**

The educational philosophy of Abilene Christian University assumes that the instruction that occurs in regularly scheduled classes is critical to the learning process. Therefore regular class attendance is essential.

Academic learning and leadership development also take place outside of the classroom. ACU provides a wide variety of opportunities for leadership, service, and learning beyond those available on campus, or within the classroom. In some cases these activities may conflict with regularly scheduled classes. To enable students to participate in such opportunities while not compromising the importance of classroom instruction and regular class attendance, the following policy has been established.

A student who is required to be absent from a class to participate in a university activity approved by the academic administration will not be penalized by the professor for missing that class, provided the following procedures are followed:

1. On the Advance Approval for Absence form, the student is designated by the director of the activity as a member of the group who will participate in the university activity.
2. The dean of the college in which the activity will occur reviews the Advance Approval for Absence to determine whether the activity contributes to the academic learning and leadership development of students and whether students should be permitted to miss class meeting(s) on specified dates. The recommendation of the dean is made to the Provost.
3. The Provost approves or denies the request and returns the Advance Approval for Absence to the director of the activity. If approved, the director distributes photocopies to each of the students who will take copies to their professor(s).
4. A faculty member whose course is affected by an “approved absence” must receive a copy of the Advance Approval for Absence signed by the dean and the provost (or their designee) at least 7 days before the date of the activity. Requests must be in the office of the college dean 14 days and in the office of the provost 11 days before the day of the activity. (In circumstances where the specific students who will be away cannot be identified 14 days in advance, special arrangements may be made with the dean to have the trip approved in advance, then add the names in time to meet the 7 day deadline.)
5. When the student presents to the professor a copy (with all signatures) of the Advance Approval for Absence, he or she should arrange to make up the work missed in the course and submit it at a time specified by the professor.
6. The student should not be permitted to participate if he/she has absences of more than 9 MWF meetings, or 6 TR meetings, or 3 meetings of a one-day-per-week class. These include “approved absences” under this policy as well as other absences.
7. The student should not be penalized for the absence approved under this policy if he or she has satisfactorily made up the missed work within the time limit and in the way agreed upon by the student and the professor under # 5 above.

Initially approved: November, 1993
Revised: February, 1997

August, 2003

