Xavier University
Policy on Class Absence for Participation in Official University Events
(from the Student Handbook)

19.7 Class Absence for Participation in Official University Events

A. Students participating in approved University activities which require their absence from classes should consult with instructors (no later than the second week after the start of classes, or as soon as the information about the absence is known) to determine the class attendance policy.

B. The student should provide the instructor with a schedule of planned absences, preferably signed by the University official directing the activity (e.g., Appropriate Coach, Band Director, or other official), in order to allow the instructor to evaluate and advise the student on the possible impact of the planned absences.

C. For classes requiring mandatory attendance incompatible with the number of planned absences, students should seek advice if they should register for another section of the class, if possible, during a semester in which they will not be participating in the University activity (for example, during the off-season for a sports team or during the summer).

D. The student should request in advance any assignments that may be missed during the absence(s), so that he/she will not fall behind in the coursework.

E. Based on academic freedom, the attendance requirement stated in the course syllabus, and an individual student’s academic class performance, the final decision as to whether a student absence is excused (whether to officially represent the University, or otherwise) is at the sole discretion of the faculty member teaching the course.

F. The format for requesting the exemption can be found online at http://www.xavier.edu/deanofstudents.