

## Excused & Required Absence Policy

For a normal illness, an absence for sickness should be handled between the student and the faculty member.

### **The Provost excuses class absences for:**

- intercollegiate athletics, as approved by the Director of Athletics,
- Dean-approved class-related activities,
- Dean-approved professional conferences and meetings, and
- Student Assembly functions approved by the Dean of Student Affairs. (Student Assembly includes the University Activities Board, Inter-Greek Council, the Judiciary Board, Presidents' Council, Student Government, The Compass)
- Club activities approved by the Dean of Student Affairs

### **The Provost requires absences for:**

- Covid-19 symptoms/illness (see STUDENT Covid-19 Exposure and Symptom Algorithm)

The Director of Athletics, Academic Deans, or the Dean of Student Affairs should submit requests for such notices to the Provost's Office. The request must include the name of the activity, the date(s)/times of class absence, the name of the supervising instructor or staff, and the names of all participating students.

The Provost's Office will generate a memo excusing the absence and email it to the requestor. The requestor will distribute the memo to students so they can provide the memo to their instructors prior to their absence. The student is responsible for any work that will be missed during his/her absence.

It is the policy of Lake Superior State University to allow representatives of recognized student organizations and student government groups to engage in off-campus travel. Travel is permitted in order to fulfill the purpose of the organization or in service of the university. When traveling off-campus with the approval and authorization of the university, members of student organizations must comply with LSSU's Student Code of Conduct, all other university policies, and federal, state, and local laws.

Students traveling off-campus on behalf of their student organization, and not on behalf of the university and/or not for university-sanctioned events, shall not be considered to be traveling under the auspices of, or with the approval or authorization of, the university. It is the sole responsibility of any student organization traveling off-campus to provide liability insurance and other appropriate insurance coverage for its members' activities.

**The Dean of Student Affairs Office notifies faculty of student absences due to unforeseen emergencies, such as a sudden illness, injury, hospital admission, family emergency or death in the family.** The students will be instructed to speak directly to their faculty members regarding an excused absence.