



THE COLLEGE of
ARCHITECTURE, PLANNING & DESIGN // K-STATE

APDESIGN PROCEDURES FOR STUDENTS ABSENT FROM CLASS (Updated August 2020)

The following information is intended to clarify reporting and verifying student absences from class. The Student & Academic Services Office, 1127 Regnier, capdss@ksu.edu, 785-532-5047 is the point of contact for students, faculty and staff with questions about student absences.

Several reasons for absence are considered excused absences under K-State's policy (F62), but the student **must** provide documentation to the Office of Student Life (OSL), and OSL will verify and send the absence notification. Upon receiving a verified absence notification, faculty will excuse the absence. Please see the University Policy on Class Attendance and Coursework (university handbook section F62) for a list of reasons for excused absence: <https://www.k-state.edu/provost/universityhb/fhsecf.html>. See the Office of Student Life webpage for information on how to request a verified absence notification (<https://www.k-state.edu/studentlife/heretohelp/absenceverifications/Absences.html>).

The following reasons for absence are **not** considered a University excused absence under K-State's Policy (F62). However, APDesign SAS Office will issue an absence notification for the following reasons if requested by the student. This absence notification will be sent to the student's faculty. Faculty will be encouraged to accept the absence notification and grant the student an excused absence for the following:

- Short duration illness or injury (requiring absence from 2 or more class sessions)
- Personal or family emergency
- Severe weather delaying return to campus
- Funeral of a family member or friend

The following are NOT considered excused absences under K-State Policy (F62), nor will APDesign encourage faculty to excuse absence for these reasons, so a notification will not be issued by the Dean's Office:

- Illness or injury requiring absence from only one class session
- Participation in family activities
- Non-emergency/ routine doctor or dental appointments
- Participation in non-varsity athletic activities.

Students who expect or experience an unexcused reason for absence in the list above should immediately notify the faculty of the absence; the faculty member will decide whether to excuse the absence.

With regard to faculty or department sponsored field trips (or similar activity), the sponsor should provide each student with a letter stating the purpose of the field trip, the date(s) and time(s) of that trip and any other pertinent information. The student is then responsible for informing each faculty member of his or her anticipated absence. Providing this letter well in advance of the scheduled field trip is highly recommended. It may be more efficient, or practical, for the sponsor to send a letter to the affected faculty and include a list of the students enrolled in that person's class who will be going on the field trip. A similar protocol should be followed by faculty advisors of student organizations if members are going to a meeting or conference. Please keep in mind that each affected faculty member will determine if this is an excused or unexcused absence for the student. Faculty members are not required to provide make up exams.

Students who miss more than three consecutive class sessions are encouraged to meet with their respective faculty and academic advisor to determine if adjustment to the program of study or other action is appropriate or necessary. There can be serious academic consequences due to absence from class.

Understandably, this is not an exhaustive list of reasons for absence. If you have a question about any issue regarding student absence, please call, email or stop by the APDesign Office of Student & Academic Services.