

APDESIGN PROCEDURES FOR STUDENTS ABSENT FROM CLASS (Updated January 2025)

The following information is intended to clarify reporting and verifying student absences from class. The APDesign Student & Academic Services Office, 1127 Regnier, capdss@ksu.edu, 785-532-5047 is the point of contact for APDesign students, faculty and staff with **questions** about student absences. If you have a question about any issue regarding student absence, please call, email or stop by the APDesign Office of Student & Academic Services.

Several reasons for absence are considered excused absences under K-State's policy (F62 Class Attendance and Coursework). In many cases, the student **must** provide documentation to K-State's Student Success and Accountability, or K-State's Student Access Center (for disability-related absences). Students should inform their course instructors in writing of an anticipated excused absence and follow up with K-State Student Success and Accountability or the Student Access Center as needed for absence verification.

Please see the University Policy on Class Attendance and Coursework (university handbook section F62) for a list of reasons for excused absence, and to understand which absences require documentation with K-State's Student Success and Accountability or K-State's Student Access Center: <https://www.k-state.edu/provost/universityhb/fhsecf.html>.

See K-State's Student Success and Accountability webpage for information on how to request a verified absence notification <https://www.k-state.edu/student-support/>. If the student absence is related to a disability, the student should contact K-State's Student Access Center <https://www.k-state.edu/accesscenter/>.

Students: please do not send health, medical, or disability documentation to your instructors. This should only be shared to Student Success and Accountability or the Student Access Center.

Upon receiving a verified absence notification for an excused absence under K-State policy (F62 Class Attendance and Coursework), faculty will excuse the absence.

The following reasons for absence are **not** considered a University excused absence under K-State's Policy (F62). However, K-State Student Success and Accountability <https://www.k-state.edu/student-support/studentsupport/absence-verification/> will issue an absence notification for the following reasons if requested by the student through the absence verification form. 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:**

- Concussion
- Short duration illness or injury
- Personal or family emergency
- Funeral/loss of a family member or friend

The following are **NOT** considered excused absences under K-State Policy (F62), **nor** will K-State Student Success and Accountability or APDesign encourage faculty to excuse absence for these reasons, so a notification will **NOT** be issued:

- Minor illness resulting in missing just 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 should immediately notify their faculty of the absence; **the faculty member will decide whether to excuse the absence.**

With regard to faculty or department sponsored field trips and conference attendance (or similar activity), the sponsoring faculty 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. If more efficient, the sponsor faculty may 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 note that K-State's policy (F62) considers external events where the student represents the University (such as conferences and presentations) to be **excused absences**.

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, whether excused or unexcused.