

UNIVERSITY SENATE
UNIVERSITY AT ALBANY
STATE UNIVERSITY OF NEW YORK

Introduced by: Undergraduate Academic Council

Date: December 13, 2010

REVISIONS TO UNIVERSITY POLICIES ON STUDENT ABSENCES

IT IS HEREBY PROPOSED THAT THE FOLLOWING BE ADOPTED:

1. That the following revision to the University's policies on medical excuses for student absences be adopted for inclusion in the *Undergraduate Bulletin* beginning with the 2011-2012 edition.
2. That this proposal be forwarded to President George M. Philip for approval.

Rationale:

A bill revising the University policy on student absences, which is located in the "Attendance and Timely Compliance with Course Requirements" section of the *Undergraduate Bulletin*, was approved by the University Senate in the Spring of 2010. Within the newly adopted text, there is a single sentence that needs revision—notably to define how student requests for absences that are exactly one calendar week in duration should be handled. This change does not alter the letter or spirit of the policy approved in the spring of 2010, it merely provides clarification for a circumstance that UAC had not anticipated being problematic.

Current Text:

Written notes from the University Health Center will only be provided to students in instances where absence due to documentable illness exceeds one calendar week in duration. There will be no provision for notes in instances where an illness related absence is less than one calendar week in duration, except in cases where the student has missed an exam or significant course deadline due to their absence. In cases where the student has an illness-related absence extending beyond two calendar weeks in duration, the absence must be reviewed and approved by the University Health Center. The Office of the Vice Provost for Undergraduate Education will not accept requests for absence notes submitted more than one calendar week after the student returns to classes.

Proposed Text:

Written notes from the University Health Center will only be provided to students in instances where absence due to documentable illness exceeds one calendar week in duration. There will be no provision for notes in instances where an illness related absence is one calendar week or less in duration, except in cases where the student has missed an exam or significant course deadline due to their absence. In cases where the student has an illness-related absence extending beyond two calendar weeks in duration, the absence must be reviewed and approved by the University Health Center. The Office of the Vice Provost for Undergraduate Education will not accept requests for absence notes submitted more than one calendar week after the student returns to classes.