



Guidelines for Obtaining an Official Dean's Excuse

Purpose of Guidelines:

To ensure that students enrolled in the School of Journalism & Graphic Communication are aware of the school's procedures governing the approval of requests for excused absences.

School Guidelines:

Students may request an excused absence from the Office of the Dean for the following reasons: (a) participation in recognized university activities; (b) personal illness (properly certified); (c) emergencies caused by circumstances over which the student has no immediate control; (d) recognized religious holidays (with appropriate verification); (e) mandatory court appearances (including jury duty); (f) military obligations; and (g) death in the family (immediate family member). **Instructors should be notified as soon as the student becomes aware that he or she will be absent from class.** In situations involving missing class for reasons beyond a student's control, instructors are encouraged to assess the legitimacy of the student's reason for missing class before directing the student to the Office of the Dean.

Procedures:

1. Students will notify their instructor concerning any event that may cause their absence from class, or a scheduled session. **This notification will occur as soon as the student is aware of the event.** Notice should be given in person when possible and by telephone and/or email if necessary.
2. All requests for excused absences must be made within **fourteen (14) calendar days** after a student is physically able to return to school. Requests made after this period may not be considered.
3. All requests for excused absences must be submitted via email to the Office of the Dean SJGC@famu.edu for approval. Once the request has been verified and approved, the student will receive an official excuse via email to submit to the appropriate instructors. **Fraudulent excuses/documentation will be forwarded to the Office of Judicial Affairs for appropriate action.**
4. In order to receive an excused absence from any class or related classroom activity (i.e., exam, quiz or assignment), students must provide the appropriate documentation via email to the Office of the Dean, as described below:
 - Absence due to participation in recognized university activities: documentation consists of a memo/letter from the appropriate department supervisor on letterhead.
 - Absence due to personal illness: documentation consists of a statement from a medical practitioner. The **document** on letterhead must be clearly dated and signed by the medical practitioner, or signee. **Note: If the illness does not require medical service, the student will not be eligible to receive an official dean's excuse.** In these cases, the student should notify the instructor(s) as soon as possible if he or she is ill and is unable to attend class or a related classroom activity (i.e., exam, quiz or assignment).



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- Absence due to emergencies caused by circumstances over which the student has no immediate control (e.g., car accident, fire damage to apartment/dormitory, etc.): documentation consists of records/reports related to the event and a letter/memo from an appropriate official verifying the emergency.
- Absence due to recognized religious holidays: documentation consists of verification from an appropriate official (e.g., church leader) of the religious organization that the student has membership.
- Absence due to mandatory court appearances, jury duty or military obligations: documentation consists of a letter/memo (on letterhead) from an appropriate official verifying the student's required participation in the activity. Court appearances due to arrests, parole violations, and other similar circumstances may not be eligible for an official excuse.
- Absence due to family illness and/or death in the immediate family (parent/guardian, grandparent, sibling, child, aunt/uncle): documentation consists of a hospitalization document, letter/memo from doctor (for illness), death certificate, funeral program with ***student's name***, or letter/memo from funeral home stating your relationship and the date you were in attendance (for funeral/burial). Original document on letterhead must be clearly dated and signed by an official representative or signee. The day before the service and the day after the service (if outside of a 130-mile radius) may be included in the excused days.