



Review Date: 01.08.19

1. POLICY NAME: **AUD ATHLETICS POLICY FOR EXCUSED ABSENCES**

2. POLICY CATEGORY: **GENERAL POLICIES**

3. POLICY STATEMENT:

- The Provost/Chief Academic Officer in consultation with the Athletics Director will determine if the tournament deserves official excused absence status (usually accepted tournaments including AUD hosted tournaments, overseas tournaments, and U.A.E. Higher Education Sports Federation Tournaments).
- Student-athletes are expected to notify their instructors as soon as they are aware they will be missing a class due to a status approved athletic competition.
- Student's will NOT be excused from any scheduled exams or any due assignments. The responsibility is on the student to respect the class syllabus or make mutually acceptable arrangements with the instructor prior to being absent for class.
- Athletes must be in good standing with their teams in regard to attendance and discipline to qualify for an excused absence.
- AUD sports coaches should send a complete list of all athletes who participated in a particular game or tournament. This should be sent to the Athletics Director before 4:00 p.m. the next school day following the excused absence. The list should include the student's classes that were missed, the athlete's name, date and time of the game, location of game, and the coach's signature.
- The Athletic Director will forward a complete schedule to the Dean of Student Services for final verification.
- The Dean of Student Services will forward the verified list to the Provost/Chief Academic Officer.
- The Provost/Chief Academic Officer will issue the official excused absence to all relevant parties. ***Post-event excused absences will not be granted.***
- An excused absence will be given for any class that falls within two hours of the actual match time when the game does not take place at AUD.
- An excused absence will be given for any class that falls within one hour of the actual match time when the game takes place at AUD.

- The time given for athletes to report to Student Services will be extended to one week for any overseas tournaments.

At the discretion of the Office of Academic Affairs, absences incurred due to participation in university-sponsored activities or sports tournaments may not figure in the calculation of a student's total absences.