



Ohio Administrative Code Rule 3335-9-22 Group absences.

Effective: August 6, 2004

(A) Whenever possible, group absences shall be planned so that they do not conflict with regularly scheduled classes.

(B) When a student misses class in order to participate in a university sanctioned event, such as a field trip for another class, or an athletic or band event, or a specially scheduled class or examination scheduled in accordance with rule 3335-8-15 of the Administrative Code, it is the student's responsibility to present, at the earliest possible date, documentation of the required absence to each instructor whose class is to be missed. Documentation may include a copy of the course syllabus that shows the scheduled activity from a class scheduling an event or special session, or a memo from the instructor, coach, or person in authority requiring the absence. It shall be the responsibility of the instructor of the class or coordinator of the event causing the student to miss class to provide such documentation to the student. This documentation may be the basis of an excuse for an absence from class under the policies provided in rule 3335-9-21 of the Administrative Code.

(C) Instructors of the regularly scheduled classes which have been missed by students attending special sessions or examinations should make reasonable efforts to assist students who miss a class due to authorized absence. The instructor, however, is not obligated to provide make-up classes, laboratory exercises, field trips, or examinations. The student is responsible for material covered in class during the absence. If an examination will be missed, the student should make alternate arrangements prior to the absence with the instructor of the class.
