

Asbury University
Student Attendance Official Class Excuse Policy

Below are the steps a student needs to follow to request an official excuse from the Registrar's Office for medical reasons such as surgery, hospitalizations, physician excuses, sickness, etc. (excepting COVID):

1. Fill out the Excused Absence Request Form found on our website (<https://www.asbury.edu/about/offices/student-services/registrar/absence-excuse/>).
2. **It is helpful to provide as much information on the request form to determine if an official excuse can be approved. It is important to receive both documents (doctor's note and excuse form) at the same time and ASAP.**
3. Make sure the doctor's note covers the dates requested on the excuse form.
4. Send both documents to registrar@asbury.edu asap.
5. **If approved**, the excuse goes to the student and their instructors.
6. **A student may request an excused absence within 3 weeks of the absence and prior to the last class. After the 3 weeks, it will be left to the discretion of the instructor.**

Below are the steps a student needs to follow to request an official excuse for **COVID**:

1. All students, even online, are to report to Health Services at their email address health.services@asbury.edu. They will determine whether the student needs to be excused (very ill) or should receive "alternate instruction".
2. COVID positive tests and exposures are both reported to Health Services to then be forwarded to Registrar's Office for official excuse.

As a courtesy, please also copy your instructors on the email you send to request either a medical or a COVID excuse.