POLICY NUMBER: III:02  DATE: January 1, 1988
SUBJECT: Student Absence for University-Sponsored Student Activities
APPROVED: William A. Meehan, President

PURPOSE
To establish guidelines for students that receive excused absences due to traveling on behalf of Jacksonville State University.

POLICY
Students traveling for the University must receive prior approval of the department head, dean, director or vice president as appropriate. Each group or individual must be accompanied by a Jacksonville State University faculty or staff member who must, if practical, assume driving responsibilities or make arrangements in compliance with the university insurance policies. In extenuating circumstances, students may be approved for University travel after the appropriate department head, dean, director or vice president has determined that the student carries sufficient liability insurance.

The “Authorization for JSU Sponsored Student Activity Form” (Form #35) must be completed by the student’s or group’s sponsor. The sponsor must submit the form to the department head, dean, director and appropriate vice president for approval prior to travel. Once approval is granted the group’s sponsor will receive a copy for confirmation. Students are invited to photo copy the approval and provide a copy to each faculty member whose class will be missed.

RESPONSIBILITY
The Vice President for Student Affairs is responsible for this policy.

EVALUATION
This policy will be evaluated annually.