



**University Policy Statement**

**UPS 300.019**

**ACADEMIC RESPONSIBILITY FOR MISSED  
INSTRUCTION DUE TO UNIVERSITY-SPONSORED  
ACTIVITY**

All California State University Fullerton students are expected to attend all classes.

Students who miss class to represent the University or to participate in a University-sponsored activity, to participate in a professional conference, or to participate in academic competitions must notify the class instructor in writing, preferably two weeks in advance of the absence or at the beginning of the semester if dates are available. Faculty may require written documentation from the designated University sponsor for a sponsored activity. In case of a disagreement between the instructor and the student regarding whether an activity constitutes a University-sponsored activity, the department chair/program coordinator or an appropriate administrator will make the determination.

Despite excused absence, students must meet all course requirements. Given prior notice, instructors are encouraged to allow students to make up class work, including exam/quiz/labs, complete class work in advance of the class absence, or complete an alternative assignment without penalty. If a student believes that a faculty member has denied a reasonable and appropriate request, the student may appeal the decision to the department chair.

Source: Student Academic Life Committee

**EFFECTIVE DATE: June 14, 2018**

**Supersedes: UPS 300.019 dated 3-25-08  
and ASD 07-177**