

JACKSONVILLE STATE UNIVERSITY

Manual of Policies and Procedures

Policy Number: III:02

Date: January 1, 1988

Revision Dates: May 1997, Mar 1998, Oct 1999, Aug 2007, July 2003, Dec 2020, Feb 2023

SUBJECT: Student Absence for University-Sponsored Student Activities

Approved: Dr. Don C. Killingsworth, Jr., President

PURPOSE

This policy establishes guidelines for students who 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 provost/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 provost/vice president for approval prior to travel.

- Academic and athletic events should be submitted to the vice provost for approval.
- Student organization events should be submitted to the Vice President for Student Affairs and Enrollment Management for approval.

Once approval is granted the group's sponsor will receive a copy for confirmation.

RESPONSIBILITY

The Vice President for Student Affairs and Enrollment Management is responsible for this policy.

EVALUATION

This policy will be evaluated at least every five (5) years.