

Office/Contact: Office of Academic Affairs/Office of Student Activities  
Source: SDBOR Policy 5.5.4; University Class Attendance Policy 2:5  
Link: <https://public.powerdms.com/SRegents/documents/1722934>;  
<https://www.sdstate.edu/policies/upload/ClassSD>

- iii. The trip sponsor has advised each student that, before taking the trip, each student must make arrangements to address any academic work which will be missed because of the trip and has given each student a *Trip Absence Card* to facilitate these requirements;
- iv. The trip will not cause the student to miss more than five class days;
- v. The trip sponsor has attained and has in their possession a signed *Release and Waiver of Liability; Assumption of Risk* form.



prior to the trip or event to have an officially excused absence.

4. Responsible Administrator

The Provost and Vice President for Academic Affairs and Vice President for Student Affairs, successors, or designees are responsible for annual and ad hoc review of this policy and its procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President on 06/12/2014. Revised, approved by President on 05/18/2015. Revised 01/26/2024 (clerical).