

ACADEMIC OPERATING POLICY 05 (AOP-05) STUDENT ABSENTEE POLICY

This policy outlines the expectations and limitations regarding student attendance during the annual two-week, in-person session of the Graduate School of Banking at LSU (GSBLSU). Attendance is a vital component of the GSBLSU learning experience, and consistent participation is required to maintain academic standing and progress. This policy applies to all students enrolled in any year of study at GSBLSU during the in-person session.

Attendance at all scheduled classes and GSBLSU-sponsored events during the in-person session is mandatory. Students are expected to make full attendance a priority, and any absences to attend previously scheduled events must be approved by GSBLSU administration.

A student may be absent for no more than one (1) day, or a total of eight (8) instructional hours, during the in-person session each year. This time may be taken either consecutively or in smaller increments across the session, but the cumulative total must not exceed the eight-hour limit. If a student exceeds this allowable limit, they may be required to repeat the entire grade-level year. In such cases, the student will not be required to resubmit their bank study projects from the previous year.

Students seeking approval for absence should submit a *GSBLSU Absentee Request Form (ARF)* to school administration at least two weeks prior to the start of the session. Each form must be reviewed and approved by the student's direct supervisor, bank president, or bank executive prior to submission. The final decision on the request will be at the sole discretion of the GSBLSU Executive Director.

Absences due to emergencies, including student illness, that arise without prior notice must be reported to school administration as soon as possible, should they occur.

In all cases, students are fully responsible for obtaining class notes and other materials missed during any approved absence, especially for classes that are subject to examination.

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