



Student Senate

**STUDENT SENATE BILL 2023-1185**

**TITLE: EXCUSE DOCUMENT ACT (EDA) – 300 CODES REVISIONS**

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**CHAPTER 333 THE SENATE EXCUSE DOCUMENT (2023-XXXX)**

333.000 The purpose of this act is to establish a formal process through which University of Florida Student Senators can obtain academic excuse documentation for absences resulting from regularly scheduled Senate meetings. This documentation will serve as official evidence for senators to provide to their professors, allowing them to be excused from class or exams without facing undue academic penalties.

333.001 The Senate President Pro-Tempore and the Replacement and Agenda Committee shall jointly develop and administer an official "Senate Meeting Academic Commitment Excuse Document."

333.002 The "Senate Meeting Academic Commitment Excuse Document" shall include the student senator's name, Senate position, date and time of the Senate meeting, and a brief explanation of why the academic commitment should be missed.

333.003 The "Senate Meeting Academic Commitment Excuse Document" shall reference the UF Academic Regulations of Attendance Policies ie: "participation in official university activities (e.g., music performances, athletic competition, debate)"

333.004 The "Senate Meeting Academic Commitment Excuse Document" shall be created on the UF SENATE letterhead.

333.005 The Senate President Pro-Tempore or their designated representative, along with the Replacement and Agenda Committee, shall sign the document.

333.006 The completed and signed "Senate Meeting Academic Commitment Excuse Document" shall be made available to student senators electronically through an official Student Senate portal.

333.007        The completed and signed "Senate Meeting Academic Commitment Excuse Document" shall be made available to student senators 2 Days after the Regular Date and time for the Senate is set by the Replacement and Agenda Committee.

333.008        A similar "Senate Meeting Academic Commitment Excuse Document" shall be made available to Senate secretaries, Sergeant-at-arms, and Parliamentarian for their use.

333.010        Senators and officials shall have the responsibility to access, print, and present the document to their professors as needed.

333.011        Senators and officials may choose to have their "Senate Meeting Academic Commitment Excuse Document" certified by the Student Government Advising Office.

333.012        Certified meaning signed off by a Student Government Advisor.

333.020        Certification by the Student Government Advising office shall serve as an official endorsement of the senator's or officials' absence from the academic commitment due to a Senate meeting, however, this code shall not be misconstrued that this document shall not be the final say for excuse approval.

333.021        If more documentation is needed by a professor, the Student Government Advising office shall help facilitate more documentation.