

# University Policies

<b>Policy Name:</b> Make-up Work and Missed Classes	<b>Effective Date:</b> June 1, 2008
<b>Custodian of Policy:</b> Vice President for Academic and Student Affairs	<b>Last Review:</b> New Policy
	<b>Next Review:</b> September, 2013

## Policy:

Students represent the University through participation in university sponsored or sanctioned activities, such as the arts, theater, music, forensics, and intercollegiate athletics. When the activity schedule occasionally conflicts with academic obligations, student-participants will follow a standard protocol to provide their faculty members with prior, written notification of their absences from classes. Faculty members will determine, in consultation with student-participants, how missed classes and assignments are made-up in a manner that fulfills academic obligations and accommodates participatory obligations. Except for absences resulting from sponsored or sanctioned activities, student-participants have the same responsibility with regard to class attendance and assignments as do all other students.

University-sponsored activities are defined as those activities that involve Minnesota State University, Mankato students serving as representatives of the university in:

- NCAA athletic competitions.
  - Competition time includes time required to travel to and from the competition.
  - Practices, exhibitions and scrimmages are not NCAA competitions and are not included in this policy.
  - This policy also does not apply to Minnesota State Mankato Club Sports
- Presentations and performances involving theater, music or forensics students when such activities are requirements for the students in those activities. Regularly scheduled practices and rehearsals are not included in this policy.

## Procedures:

1. All parties involved should be made aware of the scheduled absences well ahead of the date(s) of absence. In the case of extra-curricular activities, a semester-long schedule will be prepared and distributed at the beginning of the semester. Those departments which sponsor the extra-curricular activities (e.g. Athletics, Forensics) will prepare a standard form for all students who will be requesting to miss class and make up work under this policy. Written notification for these missed classes will be provided by the students via this form no later than the end of the first week of the semester.
2. In instances where semester-long schedules are not possible, a minimum of a two-week written notification shall be given for all absences. This notification shall take place even if the absence is potential rather than definite.
3. The type and extent of make-up work shall be at the discretion of the faculty member. Unless the instructor and the student make other arrangements, all make-up work is to be completed prior to the approved absence.
4. If situations occur in which providing two weeks notice is impossible, students and faculty should work closely together to ascertain if special arrangements can and/or should be made.
5. So long as appropriate prior notice is given, students and faculty reach a mutual agreement concerning missed work, and students complete the missed work, faculty shall not penalize a student for missing a class or exam for that activity.

6. Faculty members retain the exclusive right to determine when students have provided acceptable prior notice and have completed the missed work. Failure on the part of the student to provide acceptable prior notice or to successfully complete the missed work may result in the student being penalized for missing a class.
7. In situations where faculty members determine that students will not be able to achieve the learning outcomes of the course because of excessive absence, faculty members will inform students of this situation. When faculty members determine that students would not be able to achieve the learning outcomes of the course because of excessive absence, students will be advised to seek a different section of the same course or a different course that will not have as many conflicts. So long as students notify faculty in accordance with point 1 of the procedures of this policy, faculty shall notify students of the need to seek a different section of the course or a different course before the end of the drop-add period.
8. Nothing in this policy mitigates any student rights allotted by the Grade Appeal Policy.

## **Policy Rationale:**

The mission of Minnesota State Mankato is to promote learning and scholarship and to further the educational development of each of its students. Some students will elect to enrich their classroom experience through their participation in a variety of extracurricular university-sponsored or –sanctioned events and activities, including but not limited, to the arts, theater, music, forensics, and intercollegiate athletics. In many cases there is significant competition amongst universities to attract such talent-based student leaders to individual campuses, and oftentimes universities will invest scholarship dollars and staff training and teaching time in the recruitment and further development of these talents. By these actions, it is clear that the university values and recognizes the important role of these extracurricular programs.

These students recognize their own responsibilities to balance the demands of their participation in these extracurricular activities with the academic obligations they assume when they enter an institution of higher learning. At the same time, the university must acknowledge a similar level of responsibility in assuring that these students are not unfairly penalized or disadvantaged academically through their participation in these extracurricular university-sponsored or -sanctioned events.

This policy attempts to address situations in which such participation necessitates the absence of the student from class. This policy presents a standardized procedure to address these situations.