

A-051 MAKEUP WORK MISSED CLASS

Code: A-051

Date: September 23, 2013

Approved: Connie J. Gores

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Southwest Minnesota State University Policy Make-up Work and Missed Classes Policy Rationale

The mission of Southwest Minnesota State University is to promote learning and scholarship to further the educational development of each of its students. Students may elect to enrich their classroom experience through participation in a variety of extracurricular university-sponsored or academically-related programs. The faculty ultimately determine the expectations for students enrolled in their courses.

Students recognize their responsibilities to balance academic obligations with the demands of extracurricular university-sponsored events and activities. The purpose of this policy is to address situations where student participation in extracurricular activities might require absences from their registered academic courses. This policy offers a standardized set of procedures to address scheduling conflicts in an equitable and even-handed manner supporting the student's academic rights and responsibilities and, when possible, allowing for student absences.

Policy

University-sponsored events and activities are defined as those events and activities that involve Southwest Minnesota State University students in one or more of the following:

1. Academic presentations, clinicals and practicums, competitions and performances involving students when such activities are required for the students in their major or university-sponsored events or activities.
2. NCAA athletic competitions including time required for travel to and from the competition.

This policy shall not include absences due to practices, rehearsals, and university club sports unless previously approved by the faculty member.

Procedures

1. The student and faculty involved should be made aware of the scheduled absences well ahead of the date(s) of absence.
 - a. A semester-long schedule will be prepared and distributed at the beginning of the semester, when possible.
 - b. In instances where the 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.
 - c. When providing two weeks' notice is impossible, students and faculty should work closely together to ascertain if special arrangements can or should be made.
2. If 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 before the end of the drop-add period, if possible, allowing the students the opportunity to change sections or find another class.

3. A Make-up Work and Missed Class Authorization Form A-051.1 (<http://catalog.smsu.edu/policies-procedures/make-up-work-missed-class-authorization/>) or all students who will be requesting to miss class and make up work under this policy will be used. Written notification for these missed classes will be provided by the students via the standard form no later than the end of the first week of the semester, when possible.
4. 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. With the understanding that not all types of coursework may be made up, the timing, type and extent of make-up work shall be at the discretion of the faculty member.
5. 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.
6. Nothing in this policy mitigates any faculty rights allotted by the IFO contract.
7. Nothing in this policy mitigates any student rights allotted by the Academic Appeal Policy.

Based in part on a policy from Minnesota State University, Mankato.