



UNIVERSITY POLICY

ACADEMIC AND FACULTY POLICIES

Number: 101

Subject: University Excused Absences and Make-Up Work Policy

Covered Individuals: Students and Faculty

Covered Campus Locations:

Effective Date: June 3, 2014

Date of Last Revision:

PURPOSE

This policy is meant to provide students and faculty with standardized procedures to address situations in which participation in University sponsored activities requires missing class.

Upper Iowa University is committed to developing global citizens who become lifelong learners, prepared for leadership within society. Participation in co-curricular activities such as intercollegiate athletics, music, student government, etc. are all valuable ways in which students can enrich their academic experience. University support of these endeavors is crucial to the overall development of students and supports the vision of developing leaders and global citizens. In many cases there is significant competition amongst universities to attract talented student leaders to individual campuses and often universities offer scholarships and other incentives such as participation in activities to further develop these talents. For example, 80% of student-athletes selected UIU based on the opportunity to compete in their respective co-curricular activity. The University recognizes the importance of athletics as well as other co-curricular activities through budgeting substantial financial resources for scholarships, coaching and other programming/operational costs. As a result, UIU must support these activities and its own investment by accommodating missed classes.

These students understand their responsibility to balance the demands of participation in co-curricular activities with their academic obligations. At the same time, the university must acknowledge a similar responsibility in assuring that these students are not unfairly penalized or disadvantaged academically through their participation in these co-curricular, university sponsored or sanctioned events.

DEFINITIONS

University sponsored or sanctioned activities are defined as those activities that involve Upper Iowa University students serving as representatives of the university in:

- NCAA intercollegiate athletic competitions

- Competition time includes time required to travel to and from the competition.
- Practices and events during the non-championship segment of the season are not NCAA competitions and are not included in this policy.
- This policy also does not apply to club sports.
- Any academic presentations/field trips, performances or conferences.
- Any off campus requirements for student-government officers.

POLICY

Students often represent Upper Iowa University through participation in university sponsored or sanctioned activities, such as student government, intercollegiate athletics and other organizations. If the activity schedule 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. Student participants will not be penalized (either by deduction of points or lowering of grades) for any absences resulting from participation in University sponsored activities (unless the student-participant does not meet obligations outlined in policy). This policy applies to all students (undergraduate and graduate) and faculty. This policy applies to face-to face courses only; it does not apply to online courses.

RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES

Procedures:

1. All faculty members will be made aware of the scheduled absences prior to the date(s) of absence. A term-long schedule will be prepared and distributed to faculty at the beginning of each term by the advisor of the student-participant group. Each department responsible for the participant group 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 to faculty within the first three days of the term.
2. In instances where term-long schedules are not possible, 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. If situations occur in which providing two weeks' notice is impossible, students and faculty shall work out a mutually agreeable plan to complete all missed work. If a mutually agreeable plan is not met, the respective School Dean will intervene. The faculty member will set up an appointment with the dean where both student and faculty member attend and present their cases for completing missed work. The dean will then make a final decision about how missed work will be made up.
4. No make-up work will be accepted after two weeks (or the last scheduled class day of the term prior to finals, which may be less than two weeks).
5. As long as the student completes the missed work within the agreed upon time frame, faculty shall not penalize a student for missing class(es) or exam(s).

CONTACTS

Name: Danielle Cushion

Title: Associate Athletic Director for Student Athlete Services

Email: cushiond46@uiu.edu

Phone: 563-425-5336

SANCTIONS

N/A

HISTORY

- June 2, 2014 – Recommended by University Policy Committee
- June 3, 2014 – Approved by Executive Leadership Team (ELT), precursor to President's Council
- June 3, 2014 – Approved by Legal Counsel
- Sept. 4, 2014 – Approved by Athletic Committee
- Sept. 12, 2014 – Approved by Academic Affairs Council
- Oct. 15, 2014 – Approved by Faculty
- Feb. 6, 2015 – Approved by Board of Trustees