

Academic Affairs Manual (ACD)

ACD 304–02: Missed Classes Due to University-Sanctioned Activities

Effective: 12/1/1986

Revised: 11/1/2016

Purpose

To provide students opportunities to make up examinations or other graded in-class work when they miss class or final exams because of university-sanctioned activities

Source

Office of the Provost of the University

Applicability

Faculty

Academic professionals

Administrative, classified, and university staff

Teaching assistants

Policy

[Students](#) who participate in university-sanctioned activities that require classes to be missed, shall be given opportunities to make up examinations and other graded in-class work. However, absence from class or examinations due to university-sanctioned activities does not relieve students from responsibility for any part of the course work required during the period of the absence.

The provost of the university or designee shall determine, for the purposes of this policy, whether a particular event qualifies as a university-sanctioned activity.

In each college, a specific individual (e.g., dean’s designee) shall be responsible for facilitating adherence to this policy. In particular, students who participate in university-sanctioned activities shall,

1. In accordance with any academic unit or college requirements, be provided make up assignments, examinations, or other graded coursework that was missed because of the university-sanctioned activity without penalty; if this is not possible,
2. Receive an incomplete, with arrangements made for completing the final coursework and earning a final grade.

The aforementioned assignment make up sequence shall be utilized unless it can be shown that such an accommodation would constitute an unreasonable burden on the instructor. Should disagreement arise over this process, or what constitutes a burden, the instructor and the student should contact the academic unit chair and, failing resolution, to the dean, or the dean's designee, who shall make the final determination.

The specific activity program coordinator (e.g., assistant athletics director for academic services, director of forensics, director of bands, faculty advisor, etc.) shall, as early as possible, provide the course instructor with the schedule of any student who may be required to miss class because of a university-sanctioned activity. This may be done either by contacting the instructor directly or providing the student with the information and asking him/her to deliver it to the instructor. Students shall inform their instructors early in the semester of known required class absences, and immediately upon learning of unscheduled required class absences.

Cross-Reference

For information on early examinations for other students, see [ACD 304-01](#), "Examinations and Grade Posting."