

## **Policy on Excused Absences for Co-Curricular/Extra-Curricular Participation:**

University of Mary students serve as representatives of the institution when participating in university-sponsored and sanctioned activities and events including, but not limited to, theater, music, and intercollegiate athletics. The University of Mary consequently encourages and supports student participation in these activities and events within the following parameters to help students properly balance and prioritize academic expectations and co-curricular obligations.

While faculty members have the right to generate their own attendance policy, absences due to university-sponsored or sanctioned activities, as defined below, are considered excused. The course attendance policy and its effect on grades may not adversely impact a student who missed course periods for university-sponsored or sanctioned activities so long as the student complies with the terms stipulated below. The University reserves the right to develop policy on, and the Vice President of Student Development and Vice President for Academic Affairs have authority to request, excused student absences for other reasons such as, but not limited to, illness, injury, or an emergency situation.

When the schedule associated with the university-sponsored or sanctioned activity conflicts with class attendance or other academic requirements, impacted students will follow a standard protocol to provide faculty members with prior, written notification of their absences. Except for absences resulting from university-sponsored or sanctioned activities, students participating in the aforementioned activities have the same responsibilities in regard to class attendance and assignments as the rest of the University of Mary student body.

### **Definitions**

University-sponsored or sanctioned activities are defined as those activities that involve University of Mary students serving as direct representatives of the university in:

- NCAA athletic competitions as directed by the department of athletics. This includes both the actual competition time as well as out-of-town travel to and from contests. Practices, exhibitions, and scrimmages are not NCAA-sponsored contests and therefore are not considered excused absences with the exception of practices directly related to away-from-home contests.
- Presentations and performances involving theater, music, dance, and other such activities when the activity supervisor deems release time from class necessary. Regularly scheduled practices and rehearsals are not considered excused absences.
- University-wide observances and events deemed by the University of Mary President to warrant an excused absence from class (e.g., March for Life).

## Procedures:

1. It is the responsibility of the student participating in the university-sponsored or sanctioned activity to notify faculty of the date(s) they may miss class as far in advance as possible. In the case of semester-long extracurricular and/or co-curricular activities, the activity supervisor/coach will prepare a standard form for all students who may be missing class periods in conjunction with the activity. This form will be brought to the impacted instructors no later than the first week of the semester. This form is intended to facilitate conversation between the students and their instructors to make them aware of the dates in which the student will be absent due to their participation in extracurricular and/or co-curricular activities. This form does not serve as notification of the dates/times that the student will be absent, as the students are expected to maintain communication with their instructors as dates approach.

When developing semester-long schedules is not feasible or if a semester-long schedule is altered, it is the responsibility of the student to inform their instructors of changes to their activity schedule. The students are expected to give the instructors at least 48-hours' notice of their schedule changes. In rare instances when schedule changes do not allow for 48-hours' notice, the student is still expected to contact their instructors immediately, but the activity supervisor/coach will also send out direct messages to the affected faculty describing why the proper notification time-frame was not feasible.

2. The type and extent of makeup work shall be at the discretion of the faculty member in keeping with course standards. Unless the instructor and the student make other arrangements, all makeup work is to be completed prior to the approved absence. Faculty shall establish all make up work deadlines taking into account the need for the student to catch up with the course schedule as soon as possible.
3. As long as appropriate prior notification is given according to this policy, students and faculty reach a mutual agreement concerning makeup work, and students complete the work in question, faculty shall not penalize a student for missing a class or exam when they were granted an excused absences from the university. Course syllabi should include this provision.
4. Failure on the part of the student to provide the aforementioned missed class notification and/or to complete all missed assignments by the deadline assigned by the instructor may result in penalty against the student.
5. Students are expected to have a thorough knowledge of their participation schedules when registering for classes to avoid class period conflicts as much as possible.

### **Approved**

June 2017 by the University of Mary's President's Council

August 2017 [pending] by the Executive Committee of the University of Mary