

## **POLICY ON EXCUSED ABSENCES FOR COCURRICULAR AND EXTRACURRICULAR PARTICIPATION**

### **Purpose**

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 cocurricular 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 misses 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 for 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.

### **Statement of Policy**

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 Athletics Department. 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 President of the University to warrant an excused absence from class (e.g., the March for Life)

### **Procedures**

It is the responsibility of the student participating in the university-sponsored or sanctioned activity to notify faculty of the date(s) he or she may miss class as far in advance as possible. In the case of semester-long extracurricular and/or cocurricular activities, the activity supervisor or

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 on which the students will be absent due to their participation in extracurricular and/or cocurricular activities. This form does not serve as notification of the dates and times that the students 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 his or her 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 his or her instructors immediately, but the activity supervisor or coach will also send out direct messages to the affected faculty describing why the proper notification timeframe was not feasible.

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 makeup work deadlines, taking into account the need for the student to catch up with the course schedule as soon as possible.

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 he or she was granted an excused absence by the University. Course syllabi should include this provision.

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.

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 President of the University

11 March 2021 by the Board of Trustees

18 March 2021 delivered to University Senate