

Minnesota State University, Mankato University Policy

Policy Name: Excused Absences and Missed Classes for University Sponsored or Sanctioned Activities and Makeup Work Policy for University Sponsored/Sanctioned Activities and/or Extenuating Circumstances	Effective Date of Policy August 1, 2021 2025
Custodian of Policy: Provost and Senior Vice President for Academic Affairs	Date of Last Review Initiated September 2020 2024
Date of Policy Adoption June 1, 2008	Next Review September 2027 2033

POLICY

While all Minnesota State University, Mankato students are expected to attend all meetings of their courses, as class attendance – including participation in class activities and assessments – is a critical part of their learning, there are occasions where they will not be able to attend class, either through participation in a university-sponsored or -sanctioned activity, or by other extenuating circumstances. In those instances, students are expected to communicate with their instructors about any such excused absence to allow the faculty the ability to provide makeup work that does not penalize students as well as maintaining the academic goals and standards of the course.

Students represent the university through participation in university-sponsored or -sanctioned activities, i.e. representing the university at off-campus co-curricular events. When the activity conflicts with academic obligations, student-participants will follow a standard protocol to provide their faculty members with prior ~~written~~ [documented](#) 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 regarding ~~in regard to~~ class attendance and assignments as do all other students.

University-sponsored or -sanctioned activities are defined as activities that involve Minnesota State ~~University~~, Mankato students serving as representatives of the university in:

- NCAA athletic competitions.

- Competition time includes time required to travel to and from the competition for contests/events away from campus; for home contests/events, competition time includes the time when student-athletes are required to report to the competition site through the time they are released from all team responsibilities following the completion of the contest/event.
- Practices, ~~exhibitions and scrimmages are not NCAA competitions and~~ are not included in this policy, with the following exceptions:
 - NCAA Bylaws permit student-athletes to miss class for practice if the team then immediately departs campus for away competition following the completion of practice
 - When practice times and availability are set by conferences or the NCAA in postseason competition, even if the competition takes place at home
- This policy ~~also~~ does not apply to Minnesota State Mankato Club Sports.
- Presentations and performances involving theater, music, dance or speech & debate students when such activities are requirements for the students in those activities. Additionally, presentations and performances involving competition teams associated to a class or are otherwise department sponsored. Regularly scheduled practices and rehearsals are not included in this policy.
- Student Government activities.
 - Students serving in University-wide committees, workgroups or task forces. These are groups which have student representation and are on a wider university level.
 - Students serving in a Minnesota State System Councils, Committees or Workgroups.
 - This does not apply to regular Student Government committees, taskforces, commissions, or boards. It also does not apply to Student Government Senate meetings, with the exception of the annual spring Student Government Budget Meetings.
 - ~~The exception is during the annual spring Student Government Budget Meetings.~~
- Presenting the results of research, capstones and other scholarly activities.
- Other University-related events as approved by the Provost or his/her designee.

Students who do not belong to any of the aforementioned activities may still avail themselves of this policy if they have an extenuating circumstance that falls underneath at least one of the following situations:

- Illness (physical or mental) or acute injury of the student, a student's dependent, a student's immediate family member, or someone for whom the student is a primary caregiver;
- The need for reasonable accommodation due to disability;
- Pregnancy, childbirth, lactation, and/or related medical conditions of the student or student's birthing partner;
- Subpoenas, jury duty, arrest, and/or mandatory court appearances;
- Serving as an election judge on official election days;
- Required appointments related to visa or immigration-related matters;

- [Participation in a formal University hearing;](#)
- [Military service and ROTC Field Training Requirements;](#)
- [Bereavement, including travel to/from bereavement;](#)
- [Religious observances or participation in cultural ceremonies;](#)
- [Taking college entrance exams \(PSAT, ACT, SAT\) at high schools for students participating in the Post-Secondary Enrollment Option \(PSEO\) program.](#)

RATIONALE

The mission of Minnesota State Mankato is to promote learning and scholarship and to further the educational development of each of its students. Some students will elect to enrich their classroom experience through their participation in a variety of extracurricular and/or co-curricular university-sponsored or –sanctioned events and activities. In many cases there is significant competition amongst universities to attract such talent-based student leaders to individual campuses and universities will often invest scholarship dollars and staff training and teaching time in the recruitment and further development of these talents.

In other cases, such as student government where they serve on university and system-wide groups, student representation and input is a priority of the university. Not allowing students the chance to represent their peers puts an active barrier on student involvement and engagement in the shared governance process. Minnesota State Mankato values and recognizes the important role of these extracurricular and/or co-curricular activities.

These students recognize their own responsibilities to balance the demands of their participation in these extracurricular and/or co-curricular activities with the academic obligations they assume when they enter an institution of higher learning. At the same time, the university must acknowledge a similar level of responsibility in assuring that these students are not unfairly penalized or disadvantaged academically through their participation in these extracurricular and/or co-curricular university-sponsored or -sanctioned events.

[Students who are not involved in such extracurricular and/or co-curricular university-sponsored or -sanctioned events and activities may also have extenuating circumstances that require them to miss a scheduled class session. In those extenuating circumstances, this policy will afford the same protections to the general student body at large.](#)

[It is in the interest of both Minnesota State Mankato and the students to outline academic protections for students when they miss class for legitimate reasons, even while we aim for an atmosphere of honesty and trust between the faculty and student body.](#) This policy attempts to address situations in which such participation necessitates the absence of the student from class. This policy presents a standardized procedure to address these situations.