

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, 2024 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

PROCEDURE: UNIVERSITY-SPONSORED OR -SANCTIONED ACTIVITIES

1. All parties involved should be made aware of the scheduled absences well ahead of the date(s) of absence. In the case of extracurricular and/or co-curricular activities, a semester-long schedule will be prepared and distributed at the beginning of the semester. Departments which sponsor the extracurricular and/or co-curricular activities will prepare a [method of disseminating the information form](#) for all students who will be requesting to miss class and makeup work under this policy. Written notification for these missed classes will be provided [to the instructor](#) ~~by the students via this form~~ no later than the end of the first week of the semester.
2. In instances where semester-long schedules are not possible, a minimum of 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. The type and extent of makeup work shall be at the discretion of the faculty member. Unless the instructor and the student make other arrangements, all makeup work is to be completed prior to the approved absence.
4. If situations occur in which providing two weeks notice is impossible, students and faculty should work together to determine if special arrangements can and/or should be made.
5. As long as appropriate prior notice is given, students and faculty reach a mutual agreement concerning missed work, and students complete the missed work, faculty shall not penalize a student for missing a class or exam for that activity.
6. Faculty members retain the exclusive right to determine when students have provided acceptable prior notice and have completed the missed work. Failure on the part of the student to provide acceptable prior notice or successfully complete the missed work may result in the student being penalized for missing a class.
 - a. If a student feels that this policy has not been applied appropriately to his/her situation, the student should refer to the Student Complaint and

Grievance Policy, found here: <https://admin.mnsu.edu/organizational-information/policies-procedures/university-policies/student-complaints-and-grievances/>
<https://www.mnsu.edu/atoz/policies/studentcomplaintsandgrievances.pdf>

7. In situations where faculty members determine that students will not be able to achieve the learning outcomes of the course because of excessive absence, faculty members will inform students of this situation. As long as students notify faculty in accordance with point 1 of the procedures of this policy and the course design cannot accommodate excessive absence, faculty shall notify students of the need to seek a different section of the course or a different course before the end of the drop-add period.
8. Nothing in this policy mitigates any student rights allotted by the Grade Appeal Policy.

PROCEDURE: EXTEUNATING CIRCUMSTANCES

1. Students must notify their instructors of circumstances causing them to miss a scheduled class meeting and must provide information to explain the absence. Students must provide required notification prior to the missed class meeting when the circumstance allows for advanced notice. When circumstances are sufficiently urgent that advanced notification of a class absence is not possible, students must notify the instructor as soon as reasonably possible.
2. Colleges and academic departments may establish and publicize to students more specific criteria for notifying instructors and for completing makeup work when class is missed due to an excused circumstance, especially when the absence involves course activities and assessments that may not be possible to make up, such as laboratory or clinical sessions and performances.
3. The type and extent of makeup work shall be at the discretion of the faculty member. Unless the instructor and the student make other arrangements, all makeup work is to be completed prior to the approved absence.
4. If situations occur in which providing **prior two weeks** notice is impossible, students and faculty should work together to determine if special arrangements can and/or should be made.
5. As long as appropriate **prior** notice is given, students and faculty reach a mutual agreement concerning missed work, and students complete the missed work, faculty shall not penalize a student for missing a class or exam for that activity.
6. Faculty members retain the exclusive right to determine when students have provided acceptable **prior** notice and have completed the missed work. Failure on the part of the student to provide acceptable **prior** notice or successfully complete the missed work may result in the student being penalized for missing a class.
 - a. If a student feels that this policy has not been applied appropriately to his/her situation, the student should refer to the Student Complaint and Grievance Policy, found here: <https://admin.mnsu.edu/organizational-information/policies-procedures/university-policies/student-complaints-and-grievances/>
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7. In situations where faculty members determine that students will not be able to achieve the learning outcomes of the course because of excessive absence,

faculty members will inform students of this situation. As long as students notify faculty in accordance with point 1 of the procedures of this policy and the course design cannot accommodate excessive absence, faculty shall notify students of the need to seek a different section of the course or a different course before the end of the drop-add period.

8. Nothing in this policy mitigates any student rights allotted by the Grade Appeal Policy.

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.

It is in the interest of both Minnesota State Mankato and the student's to outline academic protections for students when they miss class for legitimate reasons, even while we aim for an atmosphere of honesty and truth 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~~ as well as presenting a standardized procedure to address these situations.