

Bemidji State University Policies

Policy Name: Authorized Excused Absences	Effective Date: 9/1/2008
Policy Owner: VP of Academic Affairs	Last Review: 6/1/2015
	Next Review: 9/1/2018

Policy Statement

Students who are participating in any university scheduled event that has been approved by the Provost/Vice President of Academic Affairs shall have the right to make up exams and other class requirements that may have been missed because of the authorized excused absence to participate.

Scope and Purpose of Policy

The scope of this policy extends to all students who are involved in an approved, scheduled university event(s) and the instructors, coaches and program advisors of these students. The purpose of the policy is to provide students the opportunity to work collaboratively to complete all course requirements and take advantage of participating in extra-curricular and co-curricular events.

Definitions

Authorized excused absence for the purpose of this policy are trips or events in the community for members of the student organizations sponsored by an academic unit, trips or events in the community for university classes, and trips or events in the community for participation in intercollegiate athletic events.

Procedures

Faculty and coaches responsible for the approved university activity will provide a schedule of activities and names of students involved in advance of the excused absence. Students are responsible for informing the instructor of the absence and making up the exam/class requirements in a timely manner. The instructor will determine the nature, time and place of the make-up work. The make-up test/class requirements will be fair and comparable to that given in the class. Any questions that arise will be resolved through the respective Dean's Office.

Rationale

Students are expected to attend all their scheduled classes. College work requires regular class attendance as well as careful preparation. The student is expected to carry out all assigned work, and to take examinations in order to complete their registered course work. Authorized excused absences are a privilege provided to the students who are participating in approved university scheduled events.

Supporting References There are no supporting references.