

Bemidji State University Policies

Policy Name: Student Excused and Extended Absence Policy	Effective Date: 11/1/2020
Policy Owner: Provost and VPAA/AVP Student Life and Success	Last Review: 08/24/2020
	Next Review: 09/01/2023

Policy Statement

Bemidji State University students are accountable for meeting all on-campus and online course requirements that may include in-class, out-of-class, individual, and group activities. Students are expected to attend all regularly scheduled meetings in courses for which they are enrolled. Course syllabi should include attendance policies and the consequences of unexcused absences in computing grades. Faculty are expected to make reasonable efforts to allow students with documented excused absences to make up missed assignments, quizzes, exams, and other course work.

Scope and Purpose of Policy

The scope of this policy includes all students registered for courses in a given term. The purpose of this policy is to provide faculty and students guidelines for determining if an absence is excused and outline expectations for students and guidelines for faculty in the event of a student absence.

Definitions

Excused Absence - An absence from an in-class or out-of-class experience that the faculty member has approved. Examples of absences that would generally be excused include, but are not limited to:

- Documented participation in a scheduled university sponsored events approved by the Provost
- Documented illness or injury
- Documented death of a close family member
- Documented serious illness or serious injury in the student's immediate family which requires hospitalization and/or skilled care
- Documented military service or jury duty

Extended Absence – An absence of more than one week due to unforeseen events such as a life-threatening illness or injury of a student or the serious illness or serious injury of an immediate family member which requires the student's presence.

Grade -rating or mark given to the student by the faculty indicating the quality of the work done in the course. Incomplete or in-progress course status is included in grades.

Unexcused Absence- Any absence from in-class or out-of-class experience that is not excused.

Procedures

It is the responsibility of the **student**, whenever possible, to:

- Notify faculty of absences and the expected duration of the absence
- Notify the Office of Student Life and Success as soon as possible to ensure consideration of accommodations in a timely manner. The Extended/Excused Absence form may be found on the Student Life and Success webpage at [https://www.bemidjistate.edu/offices/student-life success/extended-absence/](https://www.bemidjistate.edu/offices/student-life%20success/extended-absence/). Once verified Student Life and Success will notify the student's faculty of the absence. It is the student's responsibility to communicate with their faculty and make arrangements to complete any work they miss.

Please note: Faculty are not obligated to excuse an absence if the student does not communicate with faculty in a timely manner and/or provide requested documentation. Extended absences and/or absences which are excused do not exempt a student from completing all the requirements of a course.

The responsibility of the **faculty** member:

- Faculty are expected to make reasonable efforts to allow students to make-up missed course work when an absence is excused. The make-up work requirements should be fair and comparable to that given in the class. There may be situations in which an absence and/or significant absence from a course would result in accommodations that would not be possible.
- In the event a student's absence will be significant, the student and faculty should work together to determine alternative solutions. In all instances, the student should consult the Financial Aid and Records Office to determine any unintended consequences of withdrawing from a course, incomplete or in-progress course status. An incomplete, in-progress course status and/or determinations regarding the methods in which academic coursework will be completed will be at the discretion of the faculty member.

For university sponsored events responsible faculty and coaches will provide a schedule of activities and names of students involved in advance of the excused absence. Students are responsible for informing the faculty of the absence and making up the exam/class requirements in a timely manner.

In the event a student disagrees with the faculty interpretation of the policy, the student should follow the University Complaint Policy:

1. Discuss the complaint with the faculty member.
2. If the student is not satisfied with the resolution offered by the faculty member or is uncomfortable addressing the complaint with the faculty member, contact the chair of the appropriate academic department/program.
3. If the student is not satisfied with the resolution offered by the department/program chair or the complaint involves the department/program chair the student should complete the complaint form located on the Bemidji State University Student

Complaints webpage <https://www.bemidjistate.edu/mybsu/student-complaints/> and the complaint will be directed to the appropriate college Dean.

4. If the student is not satisfied with the resolution offered at the Dean's level and is desirous of continuing the review process, the student should contact the Office of the Provost and Vice President for Academic Affairs for assistance mediating the dispute.

Rationale

The rationale for this policy is to provide students and faculty guidance in dealing with excused and/or extended student absences from scheduled course activities.

Supporting References

There are no supporting references.