

Upper Iowa University University Policy Proposal Form

University Policy Definition: Except as limited by law, University Policy is a course or principal of action broadly applied across the institution in an effort to 1) support the University's strategic direction, 2) mitigate risk, 3) improve operational efficiency, and 4) promote a culture of best practices. All approved University policies are posted on myUIU under University Policies.

**Departmental guidelines, practices, procedures, and preferences must meet or exceed established University Policy.

Prior to submitting the University Policy Proposal Form, please consult with one of the members of the University Policy Committee (UPC) and identify below by checking the appropriate box:

Amy Bond Tammy Carolan Kathy Franken Ryan Griffith Janet Kehe
 Dawn Novak Barb Schultz Deena Serra Janet Shepherd

Date of Request: 5/5/2014
Policy Name: University Excused Absences and Make-Up Work Policy
Responsible Officer: Provost
Responsible Office: Academic Affairs

Policy:

Students often represent Upper Iowa University through participation in university sponsored or sanctioned activities, such as student government, intercollegiate athletics and other organizations. If the activity schedule conflicts with academic obligations, student participants will follow a standard protocol to provide their faculty members with prior, written 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 with regard to class attendance and assignments as do all other students. Student participants will not be penalized (either by deduction of points or lowering of grades) for any absences resulting from participation in University sponsored activities (unless the student-participant does not meet obligations outlined in policy).

University sponsored or sanctioned activities are defined as those activities that involve Upper Iowa University students serving as representatives of the university in:

- NCAA intercollegiate athletic competitions
 - Competition time includes time required to travel to and from the competition.
 - Practices and events during the non-championship segment of the season are not NCAA competitions and are not included in this policy.
 - This policy also does not apply to club sports.
- Any academic presentations/field trips, performances or conferences.
- Any off campus requirements for student-government officers.

Purpose:

This policy is meant to provide students and faculty with standardized procedures to address situations in which participation in University sponsored activities requires missing class.

Upper Iowa University is committed to developing global citizens who become lifelong learners, prepared for leadership within society. Participation in co-curricular activities such as

Upper Iowa "University Policy" Form

intercollegiate athletics, music, student government, etc. are all valuable ways in which students can enrich their academic experience. University support of these endeavors is crucial to the overall development of students and supports the vision of developing leaders and global citizens. In many cases there is significant competition amongst universities to attract talented student leaders to individual campuses and often universities offer scholarships and other incentives such as participation in activities to further develop these talents. For example, 80% of student-athletes selected UIU based on the opportunity to compete in their respective co-curricular activity. The University recognizes the importance of athletics as well as other co-curricular activities through budgeting substantial financial resources for scholarships, coaching and other programming/operational costs. As a result, UIU must support these activities and its own investment by accommodating missed class.

These students understand their responsibility to balance the demands of participation in co-curricular activities with their academic obligations. At the same time, the university must acknowledge a similar responsibility in assuring that these students are not unfairly penalized or disadvantaged academically through their participation in these co-curricular, university sponsored or sanctioned events.

Scope: All students (undergraduate and graduate) and faculty. This policy applies to face-to-face courses only; this policy does not apply to online courses.

Procedures:

1. All faculty members will be made aware of the scheduled absences prior to the date(s) of absence. A term-long schedule will be prepared and distributed to faculty at the beginning of each term by the advisor of the student-participant group. Each department responsible for the participant group will prepare a standard form for all students who will be requesting to miss class and make up work under this policy. Written notification for these missed classes will be provided by the students to faculty within the first three days of the term.
2. In instances where term-long schedules are not possible, 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. If situations occur in which providing two weeks' notice is impossible, students and faculty shall work out a mutually agreeable plan to complete all missed work. If a mutually agreeable plan is not met, the respective School Dean will intervene. The faculty member will set up an appointment with the dean where both student and faculty member attend and present their cases for completing missed work. The dean will then make a final decision about how missed work will be made up.
4. No make-up work will be accepted after two weeks (or the last scheduled class day of the term prior to finals, which may be less than two weeks).
5. As long as the student completes the missed work within the agreed upon timeframe, faculty shall not penalize a student for missing a class(es) or exam(s).

Upper Iowa “University Policy” Form

Benchmarking:

Current institutions in the Northern Sun Conference that also have a similar missed class policy are: Minnesota State University –Mankato, Augustana College, and the University of Sioux Falls.

Revision History:

This policy supersedes/replaces the current Class Attendance Policy in the 2013-14 Academic Catalog and “The Memo” distributed by President Alan Walker on 2/20/2008.

The current Class Attendance policy in the 2013-14 Academic Catalog states:

“When you [student] must be absent from class because of certified illness or emergency, or because you are representing the University in an approved activity, you are expected to arrange for the completion of make-up tests or homework with the individual faculty members(s). These arrangements are to be made prior to the incurred absence, except, of course, in emergency situations.”

The only other relevant “policy” is from “The Memo” distributed by President Alan Walker on 2/20/08. In addition, the Athletics Committee approved a policy to review team travel on a case by case basis and make exceptions to the 5 missed class rule when necessary.

Relevant items from “The Memo” are included below:

- It is agreed that athletic schedules are to be designed such that students are never scheduled to miss more than two consecutive days of classes. However, it must be recognized that factors beyond control, such as weather, may result in unscheduled obligations that could result in missed classes in excess of two consecutive days.
- It is agreed that student-athletes shall not be scheduled to miss more than five days of class during any single academic term unless conference or NCAA scheduling requires it.
- There will be no athletics activities scheduled during finals periods or within 12 hours of the beginning of finals periods.

Contact information:

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AQIP Category:

AQIP Category One: Helping Students Learn

HELPING STUDENTS LEARN focuses on the design, deployment, and effectiveness of teaching-learning processes that underlie the institution’s credit and non-credit programs and courses and on the processes required to support them.

AQIP Category Six: Supporting Institutional Operations

SUPPORTING ORGANIZATIONAL OPERATIONS addresses the organizational support processes that help to provide an environment in which learning can thrive.

Upper Iowa "University Policy" Form

Strategic Initiative #4:

CONTRIBUTE TO THE DEVELOPMENT OF "GLOBAL CITIZENS" BY PROVIDING CO-CURRICULAR LEARNING OPPORTUNITIES THAT COMPLEMENT THE FORMAL ACADEMIC PROGRAM- Develop leadership, social and recreational life-skills that extend the learning outcomes of the core curriculum.

(For UPC Use Only)

Approvals:

University Policy Committee

Date Approved: 6/2/2014

Executive Leadership Team (ELT)

Date Approved: 6/3/2014

Legal Counsel

Date Approved: 6/3/2014

Athletic Committee

Date Approved: 9/4/2014

Academic Affairs Council

Date Approved: 9/12/2014

Faculty

Date Approved: 10/15/2014

Board of Trustees (BOT) *(if required)*

Date Approved: 2/6/2015

Policy Effective Date: Immediately