

Missed Class Time and Makeup Policy

FAM 818.9

Rationale

The mission of CSU, San Bernardino 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, including but not limited, to the arts, theater, music, dance, forensics, model UN, ethics and debate competitions, and intercollegiate athletics. In many cases there is significant competition amongst universities to attract such talent-based student leaders to individual campuses, and oftentimes universities will invest scholarship dollars and staff training and teaching time in the recruitment and further development of these talents. By these actions, it is clear that the university values and recognizes the important role of these extracurricular and/or co-curricular activities.

These students should 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.

This policy attempts to address situations in which such participation necessitates the absence of the student from class by presenting a standardized procedure to address these situations. This policy is not meant to replace any University policies or regulations such as found in the University Bulletin of Courses.

Policy

Students represent the university through participation in university sponsored or sanctioned activities, such as the arts, theater, music, dance, forensics, and intercollegiate athletics. When 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. Faculty members retain authority to determine

whether appropriate and reasonable accommodations can be made, however, the measure of what should be accommodated is determined by the impact upon learning goals.

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.

University-sponsored activities are defined as those activities that involve CSU San Bernardino students serving as representatives of the university in:

- a) Scholarly and creative presentations and performances. Regularly scheduled practices and rehearsals are not included in this policy.
- b) NCAA athletic competitions. Competition time includes time required to travel to and from the competition. Practices, exhibitions and scrimmages are not NCAA competitions and are not included in this policy.
- c) This policy also does not apply to CSU San Bernardino Club Sports.

Procedures

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 term-long schedule will be prepared and distributed at the beginning of the term. Those departments which sponsor the extracurricular and/or co-curricular activities (e.g., Athletics, Forensics) will prepare a standard form for all students who will be requesting to miss class and makeup work under this policy. The students, via this form, will provide written notification for these missed classes no later than the end of the first week of the term.

2. In instances where term-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.

4. If situations occur in which providing two weeks' notice is impossible, faculty should work closely with students to ascertain if special arrangements can and/or should be made.

5. As long as appropriate prior notice is given and students successfully 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 to successfully complete the missed work may result in the student being penalized for missing a

class.

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 or other University policies designed to protect student rights.

Addendum to Missed Class Time Policy:

Additional Procedures for Student Athlete Missed Class Time

1. Student athletes shall not miss any regularly scheduled classes for any practice activities.
2. For home competition student athletes shall not miss any classes prior to two hours before the scheduled competition time.
3. For away competition with same day travel, student athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.
4. For away competition with overnight travel, no team shall depart more than 30 hours prior to the time of competition.
5. The Director of Athletics will provide to the Faculty Athletics Representative and the Academic Vice President, at least one month prior to the start of a sport's season, a listing of all competition in that sport which will necessitate student-athletes being absent from class. This listing will include the time and date of competition, destination, departure time, travel time, and return time. The Faculty Athletics Representative or the Academic Vice President may request that modifications to the travel plans be made.
6. A summary of the listings described in item 5 will be circulated to Faculty.
7. Student athletes will continue to present individual, written notifications, provided by the Athletics Department, to their instructors at least 48 hours prior to each contest which affects their class attendance.
8. It is expected that student athletes will be responsible for submitting all assignments on time and that advance arrangements will be initiated by the student-athlete for any tests that will be missed.
9. It is expected that faculty members will not penalize student athletes for missing classes due to conflicts with contractually scheduled athletic contests and related travel.
10. It is expected that coaches will not penalize student athletes for missing practices due to conflicts with regularly scheduled classes for which student-athletes are enrolled.
11. No competition will be scheduled on any day on which final examinations are scheduled unless prior approval has been received from the Academic Vice President.

12. Exceptions to the above statements for special tournaments and competitions including championship play must be approved by the Faculty Athletics Representative and the Academic Vice President.

13. Faculty who have questions about the application of these statements may contact the Faculty Athletics Representative or the Academic Affairs Committee.