**University Excused Class Absence Policy**

**(adopted May 10, 2016)**

The University of Maine at Presque Isle recognizes that educational experiences extend beyond the classroom and campus and that participation in sanctioned co-curricular activities is an important component of a student’s university education. A sanctioned university event or activity shall be one in which a student represents the university to external constituencies in academic, extra-, or co- curricular activities. These activities include, but are not limited to, intercollegiate athletics, academic competitions and conferences, student group cultural and educational trips and conferences, student government, and the like, that require absence from class.

Furthermore, the University recognizes the following as additionally excused absences: illness, injury, or other appropriately documented medical condition; death, injury, or serious illness of an immediate family member or the like; formally recognized religious observances; jury duty, military service, or other formal governmental obligation. The Dean of Students, chairs, the student government association, or faculty sponsors of recognized student organizations may petition the provost to designate other events or categories of events as university-sanctioned.

Faculty members are asked to provide students participating in sanctioned activities or absences with reasonable accommodations for classes, examinations, projects, and other assessments that are missed because of these occurrences. Accommodations may include comparable alternative evaluation methods and/or opportunities for evaluation at other times within a reasonable time period prior to or after the absence.

Faculty members are not obligated to consider other absences as excused.

**Procedure:**

1. Students shall obtain an official notice of the university sanctioned event from the event organizer (Athletic Director/Coach, Faculty Advisor, Student Group Advisor, etc.). The notice should include:
	1. Name, date(s), and location of the event
	2. Date and time of departure from campus
	3. Date and time the student is expected to return to class
2. The student shall present this notice to their instructor(s) at least one week in advance of the absence. In the event of semester long activities, such as athletics, one notice may be written and provided to the instructor(s) for the entire semester. Student athletes are not allowed to miss class for practice.
3. In the event of a last minute schedule change because of weather, transportation issues, tournaments, etc. the student and program organizer should notify affected parties (e.g. faculty, Director of Student Success and pertinent staff) as soon as possible.
4. The program organizer (Athletic Department Administrative Specialist for athletic teams and Coordinator of Campus Engagement for cocurricular activities) will send out a weekly report to faculty and staff listing the upcoming University sanctioned events. Organizers shall send a separate email to the College Chairs and the Director of Student Success of the student(s) and their travel plans. Faculty organizers should notify the Director of Student Success of such programming.
5. While the instructor is asked to provide opportunities for the student to make up missed coursework, labs, and assessments or provide alternative, equivalent accommodations of the missed work, the student is responsible for the coordination, communication, and prompt completion of any missed activities.
6. If an absence is considered by the instructor or other university official to be detrimental to the student's performance, evidence of this should be presented to the College Chair of the program in which the course is offered.
7. Excused absences shall not in any way release students from responsibility for meeting and maintaining formal program requirements.

5/9/16