

To: Faculty

From: Lori Reesor, Vice Provost for Student Affairs and Dean of Students

Date: August 9, 2017

Subject: *IUB Missed Exam/Class Policy for University Approved Curricular and Extracurricular Activities*

The BFC Student Affairs Committee and the Athletics Committee developed this policy in 2015 and we continue to support this document for our students.

"University-sanctioned curricular and extracurricular activities play an important role in the broad education of our students. These include, but are not restricted to, such activities as travel to and performance in concerts, artistic presentation, athletics events, speech team competition, and participation in workshops and conferences. Students should not be penalized for these activities, but should be permitted to complete their normal academic work, including the taking of missed examinations at another time or some alternative method of grade evaluation by course instructors. At the same time, ultimate responsibility for the integrity of the instruction, evaluation of student assignments, and determination of course grade rest with the faculty.

"At the beginning of each academic year, the Vice Provost for Student Affairs and Dean of Students will recommend to the faculty that they provide reasonable opportunity for students' participation in university-sanctioned curricular and extracurricular activities and allow students who miss class time to submit missed assignments and take missed examinations at another time (or equivalent arrangements) without penalty. Responsibility will rest with the student to inform the instructor (in writing or e-mail) in advance of the missed class or classes so that these arrangements can be made. This should be at the beginning of the semester or at least two weeks in advance of the absence. Furthermore, the student will be responsible for any material missed and for providing all necessary documentation for the excuse. As with class absences of all types (including illness, religious holy days, deaths in the family, etc.), the instructor has the right to evaluate the authenticity of the excuse."