

Procedure: Approval for additional activities Sponsored by the University: Twin Cities

Governing Policy:

Reason for Procedure

The University of Minnesota administrative policy “Legitimate Absences and Makeup Work: Crookston, Duluth, Morris and Rochester, and Twin Cities” provides that “Students will not be penalized for absence during the semester due to unavoidable or legitimate circumstances.” The policy stipulates, “It is the responsibility of students to plan their schedules to avoid excessive conflict with course requirements.”

There are many that students participate in that are not specifically covered by the Legitimate Absences and Makeup Work policy. Students should always speak with instructors about their request to miss class due to an obligation with an event or activity and that request may be approved at the discretion of the instructor. Students may request documentation to support their request via a number of avenues.

Special events participation and employment

An absence letter can be provided to students who are required to work Student Events and Entertainment events that conflict with class. This letter is not documentation for an excused absence, but helps explain to the instructor the student's role on campus and why they are requesting an absence.

A student who wishes to provide or whose professor requests such a letter must provide the professor's name, the class name/number, and the class time to the Student Events and Entertainment Program Manager no later than two weeks before the date of the event.

University sponsored Competitive Sports

Students missing class for a sport club activity should discuss the absence with their instructors as early as possible. If a student wishes to provide, or an instructor requests, proof of participation, complete a class absence letter request. Requests must be submitted to the Sport

Clubs Office a minimum of two weeks prior to departure date. Late requests will not be accepted. These letters serve as an acknowledgement that your club has a scheduled event that conflicts with class time. Excusing a class absence is at the instructor's discretion. Class absences cannot be requested for study days and finals week.

Academic Conference Presentation or Attendance

Students are encouraged to present at academic conferences. They should speak with their instructors if there are any time conflicts between travel or conferences and classes. Students can work with their academic department and/or advisor if asked to provide documentation regarding their conference presentation.

Other academic events

If an instructor is engaging students in an activity outside of class time and wishes to request that their academic event be recorded as an excused absence for their students' other classes, they should consult with the department chair, Associate Dean, and/or Dean to determine its appropriateness. The instructor or colleges may write letters for students to provide to their instructors in support of the request for an absence or makeup work. However, the decision of whether to excuse the absence remains with the students' other instructors.

If your college determines that approval is needed from the Executive Vice President and Provost, the Dean may send an email request directly to the Provost's office.