

~~Makeup Work for~~ Legitimate Absences and Makeup Work: Crookston, Duluth, Morris, Rochester, Twin Cities

Please see the ~~FAQ~~ for information specific to absences related to COVID-19.

I. Policy Statement

The University's mission centers on learning, and a critical component of learning is class attendance. Students are responsible for planning their schedules to avoid excessive conflicts with course requirements and for attending all scheduled class meetings. However, the University policy recognizes unavoidable and legitimate circumstances impact students' abilities to attend class. that there are a variety of legitimate circumstances in which students will miss coursework, and that accommodations for makeup work will be made. The University promotes effective communications and timeliness regarding legitimate absences and related makeup work because of the impact on students, their classmates, and instructors. With timely student notification for these instances, reasonable accommodations that do not penalize students, will be provided. This policy applies to all graded course requirements, including any final examinations.

II. Guiding Principles

- a) Students are expected to attend all meetings of their courses. Class attendance, including participation in class activities and assessments, is a critical component of learning.
- b) Instructors provide students with opportunities to demonstrate their learning and assume that students have purposefully enrolled in their course with the intent to engage in all class activities and assessment.

- c) The University recognizes students may have to miss class due to unavoidable legitimate circumstances and students have a responsibility to initiate the request for makeup work.
- d) The instructor has the discretion to consider additional circumstances beyond what the University provides in this policy.
- e) The University encourages timely communication between an instructor and student regarding substance of and due dates for makeup work.
- f) At the discretion of the instructor and based on essential components of the course, there may be a limit to the amount of work which is reasonable to make up.
- g) Students recognize that their absence may impact other students in the class as well as instructors working to provide appropriate makeup work. Instructors and students are expected to seek equitable solutions.

III. Makeup Work

1. Makeup work is a reasonable accommodation an instructor provides to a student when the student notifies their instructor in a timely manner of a legitimate circumstance that causes the student to miss a scheduled class meeting in which a graded course component, including an exam, takes place.
 - a. Instructors will consider all available factors when determining arrangements and timing for makeup work that has an impact on the course grade.
 - b. If a student has missed required or graded components of the course that cannot be made up in exactly the same manner, the instructor may substitute an equitable type of activity or assignment in order to assess the missed component.
 - c. If no substitution for a course requirement that impacts a student's grade can be devised, the missing component will not be factored into determining that student's final grade for the course.
2. Instructors are not obligated to continue providing makeup work options to accommodate a student who has missed so manymuch of the critical components of a course, even for legitimate reasons, that arrangements for makeup work would not be reasonable. This does not apply to absences governed by Title IX regulations and due to pregnancy, childbirth, or related medical conditions. For additional information,

please see Reasonable Accommodations for Pregnancy, Childbirth, Lactation, and Related Medical Conditions.

IV. Notification and, Verification of Absences, and Make-up Work

3. Students must notify their instructors of legitimate circumstances causing them to miss a scheduled class meeting and will identified in (1) or other circumstances leading to a request for makeup work as soon as possible and provide information to explain the absence. Students will provide required notification prior to the missed class when the scheduled meeting allows for advanced notice. When legitimate circumstances are ~~Some situations will be~~ sufficiently urgent that advanced notification of an absence is not possible, students must notify the instructor as soon as they are able. ~~arrangements for makeup work cannot be made prior to the date of an absence. In such cases, arrangements should be made as soon as possible following the student's return.~~
4. ~~The instructors may has the right to request verification,~~ and the student must provide if requested, verification for absences, with the exception of a single episode medical absence that does not require medical services.
 - a. Requested verification documentation must be appropriate for the legitimate circumstances.
 - b. For disability-related accommodations, instructors should refer to the student's accommodation letter provided by the Disability Resource Center (DRC). Verification or questions regarding disability-related absences or accommodations should be directed to the DRC or disability resource office on your campus.
 - ~~c.~~ In the case of health-related absences, students are directed to submit the self-report form as documentation.
5. ~~The instructor has the right to request verification for a single episode medical absence if (i) the student has had more than one single episode medical absence in the class, or (ii) the single episode medical absence~~

~~involves missing laboratory sessions, exams or important graded in-class assignments.~~

~~6. The instructor may not penalize the student and must provide reasonable and timely accommodation or opportunity to make up missed work, including exams or other course requirements that have an impact on the course grade if the student:~~

~~a. Was absent due to circumstances identified in (1);~~

~~b. Has complied with the notification requirements; and~~

~~6.5. _____ Has provided verification if the instructor has requested further information.~~

4.5. _____ Colleges and academic units may establish and publicize to students more specific criteria for notifying instructors and completing ~~the associated~~ makeup work when a class is missed due to a legitimate circumstance, especially when the absence involves course activities and assessments that may not be possible to make up, such as laboratory or clinical sessions and performances.

V. Legitimate Circumstances

4.6. _____ Students ~~Instructors may will not be~~ penalized, and makeup work will be arranged in a timely manner, when proper notification is provided for missing graded course components taking place in scheduled class meetings due to the following ~~students for absence during the academic term due to the following unavoidable or~~ legitimate circumstances:

~~-a.~~ Illness (physical or mental), or acute injury of the student, a student's dependent, or a student's immediate family member;

b. The need for reasonable accommodation due to disability;

~~-c.~~ Pregnancy, childbirth, lactation, and/or medical conditions related to pregnancy of the student or student's birthing partner;

~~-d.~~ Participation in intercollegiate athletic events;

~~-e.~~ Subpoenas, jury duty, arrest, and/or mandatory court appearances;

f. Serving as an election judge on official election days;

g. Required appointments related to visa or immigration-related matters;

h. Participation in a formal University hearing;

- i. Mmilitary service and ROTC Field Training Requirements;
- j. Bbereavement, including travel related to/from bereavement;
- k. Rreligious observances or participation in cultural ceremonies;
- g-a. Disruptions to public transportation (e.g. transportation strike);
- l. Pparticipation in formal University system governance, including the University Senate, Student Senate, and Board of Regents meetings, by students selected as representatives to those bodies;
- m. Ttaking college entrance exams (PSAT, ACT, SAT) for Post-Secondary Enrollment Option (PSEO) students that are provided at their high school; and
- n. Activities sponsored by the University if identified by the senior academic officer for the campus or the officer's designee as the basis for excused absences.

- 4. Students may notify their instructors of class meeting absences not specified as legitimate circumstances, and instructors will determine whether to provide reasonable accommodations for those absences. Voting in a regional, state, or national election is not an unavoidable or legitimate absence.
- 4. ~~Instructors are expected to accommodate students who wish to participate in party caucuses, pursuant to Board of Regents resolution (see December 2005 Board of Regents Minutes, p 147.)~~
- 4.7. ~~For circumstances not listed in (1), the instructor has primary responsibility to decide on a case-by-case basis if an absence is due to unavoidable or legitimate circumstances and grant a request for makeup work.~~

~~Instructors should take all factors into consideration when determining whether to grant an excused absence and how to make arrangements for makeup work that has an impact on the course grade. If a student has missed a component of the course that cannot be made up in exactly the same manner, the instructor may substitute another activity or assignment in order to assess the missed components. If no substitution can be devised, the missing component(s) cannot be factored into determining that student's final grade for the course.~~

Appeals

If a student believes the student has been wrongly denied the opportunity to make up work due to disagreement with the instructor about the legitimacy of an absence or the timeliness of the student's notification to the instructor, or unavailability of an absence, the student may should pursue resolution to their concern using the campus's process for informal conflict resolution or formal student grievance appeals. In the case of a disability related absence, students should follow the DRC grievance process.~~the student's complaint using the usual process for appeals of student grievances.~~ Chairs and deans who have questions about what constitutes an excusable bereavement absence, religious observance, or eligible dependent illness should consult with the senior academic officer for the campus for resolution of the disagreement.

If the course instructor is the department chair/head, then the student should request assistance from the college's associate dean.

In accordance with the Administrative Policy: *Addressing Student Academic Complaints*, final authority rests with the senior academic officer for the campus.

~~Special Situations~~

~~For health or safety of a campus, the senior academic officer for the campus or the officer's designee may waive the requirement that students provide verification from a health care provider for illness.~~

~~Exclusions~~

~~This policy does not apply to the Duluth campus.~~

~~Reason for Policy~~

~~The University aims to foster an atmosphere of honesty and trust between instructors and their students. It is in both the University's and the student's~~

~~interest to outline academic protections for students when they miss class for legitimate reasons. This policy places parameters around what is a legitimate absence, and reinforces the responsibilities of the instructor and the student.~~

Procedures

- Approval for additional activities sponsored by the University
 - Crookston: Contact your college with questions.
 - Morris:
<https://sites.google.com/a/morris.umn.edu/claseexcuserequest/>
 - Duluth:
https://docs.google.com/document/d/13_IpHrWvKCgl3

[0XuEoXEqBCyzN5-5gEpT-1oERSCYg4/edit](https://docs.google.com/document/d/1oERSCYg4/edit)

- Twin Cities: Approval for additional activities

Sponsored by the

University: Twin Cities

([https://docs.google.com/d](https://docs.google.com/document/d/1vMnZFJv8lpklNVpRjlkCvSsI1azYSQBmTAPVkJhEryQ/edit#)

ocument/d/1vMnZFJv8lpkl

NVpRjlkCvSsI1azYSQBmT

APVkJhEryQ/edit#)

- Rochester: Contact your college with questions.

~~There are no procedures associated with this policy.~~

Forms/Instructions

- UM 1886: ~~Self-Reporting of Medical Absence from Class (docx)~~ Self-Reporting of Medical Absence from Class (docx)

Appendices

Guidelines for Providing Academic Accommodations for Religious Observances

~~There are no appendices associated with this policy.~~

Frequently Asked Questions

- FAQ: *Makeup Work for Legitimate Absences*

Contacts

Subject	Contact	Phone	Fax/Email
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Responsible Officer	Policy Owner	Primary Contact
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Definitions

Dependent

A person, typically a qualifying child or other relative, other than the taxpayer or spouse, who entitles the taxpayer to claim a dependency exemption for tax purposes.

Intercollegiate athletics

Sports teams organized and funded by the institution through the athletics department. Intercollegiate does not refer to or include recreational sports, intramural sports, club sports, or other special interest sport clubs or organizations.

Medical provider

A licensed mental health or medical professional including registered nurses (RNs).

Responsibilities

Instructor

- Provide timely and clear responses to requests for makeup work for absences.
- Provide reasonable and timely accommodation for makeup work for legitimate absences.
- Maintain consistency in how this policy is applied to all students enrolled in the course.

Student

- Plan schedules to avoid excessive conflict with course requirements.

- Notify instructors of circumstances related to absences as soon as possible.
- Provide verification of absence, if requested by the instructor.

Related Information

Related Administrative Policies

- Administrative Policy: *Intercollegiate Athletic Events during Study Day and Finals Weeks: Twin Cities*, which prohibits intercollegiate athletic competition during study day and finals week except under certain circumstances.
- Administrative Policy: *Teaching and Learning: Student Responsibilities*
- Administrative Policy: *Teaching and Learning: Instructor and Unit Responsibilities*
- Administrative Policy: *Mandatory Attendance at First Class Session and Consequences for Absence*

Other Related Information

Board of Regents resolution, December 9, 2005, "Approval of a resolution related to Events and Classes on Precinct Caucus Night", [See pp.147-8].