


Name of Policy: Missed class Policy Number: 3364-71-14 Approving Officer: President Responsible Agent: Provost and Executive Vice President for Academic Affairs Scope: All undergraduate students		 Effective date: Original effective date: May 1, 2011	
Keywords:			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Although students are expected to attend every class meeting of the courses for which they are registered, the university requires that instructors provide basic protections and reasonable accommodations for students who miss class for any of the following reasons:

- (1) Illness or medical emergency that requires an appropriate healthcare professional's care of the student, ~~or a~~ dependent of the student, ~~or death of an immediate~~ family member. ~~(spouse, parent, child, grandparent, sibling);~~
- (2) Religious observances that prevent the student from attending class;
- (3) Required participation in university disciplinary procedures;
- (4) Government-required activities, such as military assignments, jury duty, or court appearances;

- (5) In the case of severe weather in which an official agency such as the sheriff's department reports that hazardous driving conditions exist and that travel is not advised; and
- (6) Required participation in university-sponsored activities, approved by the appropriate university authority, such as intercollegiate athletic competitions, activities approved by academic units, including but not limited to artistic performances, R.O.T.C. functions, academic field trips and events connected with coursework.
- (7) Any situation or condition covered under title IX or other federal legislation.
- (8) Disability-related excused absences as specified in the accommodations memo emailed to instructors from student disability services.

(9) Any coursework the student may have missed when late registration is permitted by the instructor.

Instructors may use their discretion for any circumstances not specifically stated above.

For students who miss class due to a reason listed above, the instructor must provide reasonable accommodations for completing missed exams, quizzes, and other course work. ~~Work missed due to an absence covered by this policy cannot be required to count as the low grade dropped in courses that allow for this type of grading opportunity.~~

(B) Purpose of policy

This policy provides for basic protections and reasonable accommodations for students who miss class with excused absences.

(C) Scope

This policy applies to all undergraduate students.

(D) Procedure

The provost shall inform faculty in writing of this policy, making clear that instructors bear responsibility for the academic conduct of their classes and for providing reasonable accommodations for students who miss class with excused absences. Each college may publish detailed implementation strategies specific to that college.

It is the responsibility of each instructor to inform students in writing during the first week of the course of his/her policies or applicable college policies on missed classes and related issues, including excused and unexcused absences, make-up examinations, providing notice or documentation of an excused absence, and makeup of work missed during students' excused absences. It is the responsibility of each instructor to decide and to communicate to students in the syllabus what weight shall be placed on missed classes in the computation of final course grades.

To be excused for any missed class, students must give to the instructor documentation of the reason for the absence per the list above (e.g.: ~~funeral director's or funeral program slip~~; jury duty slip; doctor's return to work slip, notice of participation in a university function, etc.). Students must notify instructors of any planned absences, such as required participation in university or government related activities, as soon as the student is aware of the scheduling conflict. If an emergency comes up unexpectedly, including such things as a death in the family or an emergency room visit, the student must let the instructor know by university email what is happening as soon as is reasonably feasible after the missed class for the absence to be excused.

Students who believe that this policy has been misapplied in their case can appeal that decision through the procedures laid out in university policy 3364-71-05 academic grievance (rule 3364-71-05 of the Administrative Code).

<p>Approved by:</p> <hr/> <p>Matthew J. Schroeder Interim President</p>	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none"> • <i>Previous 1-2-12 3360-20-15 Missed Class Policy, former Main Campus policy, effective date May 13, 2002</i>
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<p>Date:</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none">• <i>Provost & Executive Vice President for Academic Affairs</i>• <i>Faculty Senate</i>	<p>Original effective date: <i>January 22, 2002 by Faculty Senate; posted February 7, 2011</i></p> <p>Review/revision date:</p> <p>Next review date:</p> <p><i>This policy was originally published in 2006-2008 Undergraduate Catalogue and transferred to UT policy website.</i></p> <p><i>The University of Toledo Faculty Senate must be included in the process related to the revision or reaffirmation of this policy.</i></p>
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