Policy Title: Approved Absences

Purpose:
This policy is intended to permit students to participate in events and activities without jeopardizing their academic standing or penalizing them in the classes they miss.

Definitions:
None

Policy:
Students enrolled at M State and who participate in college-sponsored activities and approved instructor-generated field trips shall be excused from missed classes without prejudice or penalty.

Notification:
The activity advisor, coach or instructor will submit a list of students to be excused from classes along with the name of the event or activity, dates, and times of absence to the Academic Dean for approval and for notification to the campus faculty at least one week prior to the college-sponsored activity or event date.

Students Responsibility:
It is the student's responsibility to contact his/her instructors at least two days prior to the absence to arrange to make-up work missed. Instructors may require make-up work to be completed prior to the absence.

The student is responsible for all work missed during the approved absence period.

Instructors Responsibility:
Once the student has notified the instructor, the instructor will make arrangements, to the extent possible, to accommodate the absence. It is understood that all missed classroom experiences cannot be replicated exactly.

Associated Policies:

Associated Procedures:
**Policy History:**

*Policy Owner:* Chief Academic Officer  
*Policy Author:* Carrie Brimhall  
*Date of Adoption:* 5/17/2017  
*Date of Implementation:* 5/17/2017  
*Date and Subject of Revision:* 5.17.17 initial policy written;

*Policy Group Assignment:* Educational