



## ACADEMIC AFFAIRS POLICY

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**NUMBER/TITLE:** AA-101.3, UNIVERSITY EXCUSED ABSENCES AND MAKE-UP WORK

**Covered Individuals:** Students and Faculty

**Covered Locations:** All

**Effective Date:** 1/22/2025

**Strategic Plan:** SP 1.1.a

**HLC:** Criterion 4.a.3

**Consultations:** CAO, Academic Dean  
VPEMF, Director of FA, Registrar, Faculty  
(Academic Affairs Committee)

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### POLICY STATEMENT

Students will not be penalized for any absences resulting from participation in University-sponsored activities.

### PURPOSE

To provide students and faculty with standardized expectations and procedures to address situations in which participation in University-sponsored activities requires missing class.

UIU is committed to developing global citizens who become lifelong learners, prepared for leadership within society. Participation in extra and co-curricular activities such as intercollegiate athletics, student government, etc., are valuable ways students can enrich their academic experience. University support of these endeavors is crucial to the overall development of students and supports the vision of developing leaders and global citizens.

UIU must support these activities and its investment by accommodating missed classes. Students understand their responsibility to balance the demands of participation in extra- and co-curricular activities with their academic obligations. At the same time, the University must acknowledge a similar responsibility in assuring these students are not unfairly penalized or disadvantaged academically through their participation in these University-sponsored or sanctioned events.

### DEFINITIONS

*University-sponsored or sanctioned activities:* activities that involve UIU students serving as representatives of the University in:

- University-sponsored athletic competitions.
- Academic presentations/field trips, performances, or conferences.
- Off-campus requirements for student-government officers.
- Co-curricular activities that necessitate travel.

While UIU recognizes Mental Health is a growing concern, individuals must work with their instructor regarding the impact of missing class due to mental health concerns.

## POLICY IMPLEMENTATION

Students often represent UIU through participation in University-sponsored or sanctioned activities, such as student government, intercollegiate athletics, and other organizations. If the activity schedule conflicts with academic obligations, student participants will follow a standard protocol to provide their faculty members with prior written notification of their absences from classes. Faculty members will determine, in consultation with student participants, how missed classes and assignments are made up in a manner that fulfills academic obligations and accommodates participatory obligations. Except for absences resulting from sponsored or sanctioned activities, student participants have the same responsibility with regard to class attendance and assignments as do all other students. This policy applies to all students (undergraduate and graduate) and faculty.

- This policy applies to any learning experience with a synchronous component; ; it does not apply to online courses. Competition time includes the time required to travel to and from the competition.
- Practices and non-competition events during the non-championship segment of the season are *not* NCAA competitions and are *not* included in this policy.

## CUSTODIAN

Chief Academic Officer (CAO)

## RELATED DOCUMENTS, FORMS, AND POLICIES

None

## HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-101.3	1/22/2025 (by PC)	Updated policy to remove discontinued programs, exclude mental health absences, and include all synchronous learning (i.e., UIULive and face-to-face courses.
AA-101.2	6/22/2022 (by PC)	Policy in new template; deleted club sports as didn't apply.
101	2/6/2015 (by BOT)	New template, formatting, basic editing.