

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

Policy Manual

SUBJECT: Excused Absences for School Sponsored Activities and Professional Interviews

NUMBER: Policy III-1-1 (Formerly Policy III-4)

The faculty recognizes school sponsored and professional interviews to be a valued component of student development, education, and career placement. When these activities result in a classroom absence, the faculty members have agreed to accommodate these activities in accordance with this policy.

1. Students who anticipate activities under this policy will notify their instructors prior to the absence.
2. Students must be given the opportunity to make up graded activities, including exams, quizzes, labs, etc. missed in the course of the absence.
3. Students will consult with their instructors regarding the make up of the graded activities that will be missed
4. Students in good standing with excused absences will not be penalized in course progress or evaluation; however, should excused absences be excessive, the faculty member may recommend withdrawal from the course(s) or award an incomplete grade.
5. Students on academic probation are not allowed to participate in university-sponsored travel, including sponsored travel for design teams or sponsored participation in professional conferences.
6. Student athlete travel eligibility for sports events is governed by NCAA policy.
7. For students belonging to a military unit, faculty will accommodate absences resulting from short-term duty, training, or drill as appropriate under this policy. Student absences necessitated by required long-term military duty that occurs within 4 calendar weeks before a semester ends will be regulated in accordance with BoR Policy 5.7.7 (*Refunds*).
8. Recognized Activities
 - a. Potential recognized activities are determined by the advisor of the sponsoring South Dakota Mines organization or the coach of the involved athletic team. If any questions arise or further guidance becomes necessary, the advisor or coach will consult with either the Associate Vice President for Student Development, Athletic Director, or Provost/Vice President for Academic Affairs as appropriate. As a standard process, the advisor/coach will send an e-mail announcement well in advance of the activity to verify the event, identify the participants, and notify the campus.

- b. Professional interviews are those related to graduate schools or career-related positions. If there are any questions, instructors may contact the Director of the Career and Professional Development Center for verification of the interviews.
9. Other arrangements (if allowable) for absences not covered under this policy will be decided between the faculty member and the student, and/or under the guidelines of the class syllabus of the instructor.
10. Steps toward resolution of disagreements will follow the established South Dakota Mines Grievance Procedure for Students Policy III-1-3.

SOURCE: SD Mines Faculty Senate & Office of the Provost, Revised October 2015 – Supersedes all previous versions

BOR Reference: None