

Proposal: Missed Class Time Policy
Athletic Affairs Committee
Passed by the IUPUI Faculty Council
December 7, 2021

IUPUI gives each instructor the flexibility to determine their own attendance policy, which will be listed in the course syllabus. Faculty are expected to provide reasonable accommodation for excused absences. Excused absences will include: participation in university-approved activities, religious and civic events, military service, threats to personal safety, and documented illness. Students must communicate all excused absences to their instructor(s), in writing or via e-mail. A student will be responsible for any missed material and for providing all necessary documentation for the excuse.

Accommodations may take the form of:

- Alternative assignments
- Alternative class meetings
- Individualized instruction
- Supplemental instruction provided by University-approved staff
- Other arrangements as agreed upon by faculty and the student

It is your responsibility as a student to be in contact with your instructors regarding excused absences and/or accommodations you may request as early as possible. Ultimately, it is up to you and your instructor to negotiate any course adjustments. If adjustments cannot be made, you may need to withdraw from a course.

Excused absences

University Approved Activities

Each academic year, the Vice Chancellor for Student Affairs and Dean of Students provides faculty with a recommendation to allow students who miss class time due to “university-sanctioned curricular and extracurricular activities” a reasonable opportunity to submit missed assignments and take missed exams at another time without penalty.

University-sanctioned curricular and extracurricular activities are considered to be travel to, performance in, or authorized participation in:

- Concerts
- Artistic presentations
- Athletics events
- Academic competitions
- Workshops and conferences

Religious and Civic Events

As a student, you must notify your instructor as early in the semester as possible of any conflicts with the course and your religious or civic observances.

Threats to personal safety and security

If your absence is the result of threats to your personal safety or security, please contact our Confidential Victim Advocate at [insert phone]. Remember, if you are in immediate danger, contact the police by dialing 911.

Illness

If you have a documented medical condition that may affect your attendance, contact Disability Services for Students to determine if any academic accommodations would be of assistance.