

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

Policy Manual

SUBJECT: Excused Absences

NUMBER: Policy 3-1 (Formerly Policy III-4, III-1-1)

REVISED: September 2024

Excused absences will be defined as school sponsored activities and events as well as personal and medical events as defined by this policy.

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 at least one week prior to the absence and will consult with their instructors regarding the make-up of the graded activities that will be missed (extenuating circumstance will be considered).
2. As a standard practice, advisors and coaches will notify faculty via email of excused student absences one week prior to the event to verify the event, identify the participants, and notify the campus.
3. Students must be given the opportunity to make up graded activities, including exams, quizzes, labs, etc. missed during the absence, provided that arrangements for makeup are made before the event.
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 take action.
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. Coaches and advisors will work to minimize the time students are out of the class during the approved class day to include release for home events no more than 3 hours prior to the start of the event. 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.

- b. Professional interviews are those related to graduate schools or career-related positions. The Career Fair plays a critical role in helping students build professional skills, attain internships, co-ops, and full-time employment. Students with professional interviews scheduled within 7 days of the career fair will be exempt from the one week notification requirement. If there are any questions, instructors may contact the Director of Career Services for verification of the interviews.

- 9. Absences due to verified medical reasons, death of a family member or significant other, major religious holidays, or verified extenuating circumstances judged acceptable by the instructor or the Dean of Students office will be honored as excused.

- a. Absences for vacations or breaks do not constitute a valid reason for an excused absence.

Steps toward resolution of disagreements will follow the established South Dakota Mines Grievance Procedure for Students Policy 3-3.

SOURCE: Mines Faculty Senate & Office of the Provost, October 2022; University Cabinet, August 2023, September 2024 – Supersedes all previous versions

BOR Reference: Policy 5.7.7