

## Policy on Absences for College Sanctioned Activities

(Modeled on CUNY Religious policy for missed classes)

Policy: Accommodations will be made to meet the needs of students who are missing class due to attendance at CSI sponsored or sanctioned activities, e.g., students representing the college at scholarly conferences, athletic competitions, music or drama performances, class trips, etc. Students will be given the opportunity to make up any examination, study, or work requirements missed because of such absence. Requests for absences must be made by contacting the relevant professors in sufficient time prior to the event to allow for the professor to make the appropriate accommodations (develop an assignment to be completed in lieu of the class session, make arrangements for an alternative exam time, etc.). In general, approval will not be considered unless requested at least five (5) working days prior to the day of absence.

Procedure: Students must notify faculty during the first week of classes of any absences for predictably scheduled activities, e.g., athletic competitions, conference presentations, and at least five (5) working days prior to unanticipated events, whenever possible. The notification will be made by the sponsoring entity (e.g., student affairs, athletics department, faculty member or department sponsoring a performance, presentation, competition, class trip). A form will be presented to the relevant professors indicating the date(s) and reasons for the absence and requesting the opportunity to make up missed class sessions. The form will be signed by the sponsoring entity, emailed by the student to their professors, and copied to the sponsoring entity.

April 6, 2022

Updated from January 26, 2022

### **Sample missed class form**

Date

Dear Professor \_\_\_\_\_

(Student name & EMPLID) will miss class on (date(s)) due to \_\_\_\_\_  
As per college policy, I ask that you arrange for the student to make up any missed work.

Thank you for your support.

(Name of sponsoring entity)

Email address

If this form is not copied to me, please let me know.

### **Examples of work to be made up:**

1-pager on readings

Review slides and answer questions at the end

Discuss in subsequent class the field trip, presentation, etc., as appropriate