## SOUTH DAKOTA SCHOOL OF MINES AND 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 post-baccalaureate 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 exams missed in the course of the absence.
- 3. Students will consult with their instructors regarding the make-up of other graded activities that will be missed.
- 4. Recognized Activities
  - A. Recognized activities are determined by the Advisor of the sponsoring SDSM&T organization or the Coach of the involved athletic team. If there are any questions the Advisor/Coach will consult with the Vice President for Student Affairs/Athletic Director. A list of SDSM&T advisors is posted on the SDSM&T website. Upon request or as a standard process, the advisor/coach may send an email notice verifying the event.
  - 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 Center for verification of the interviews.
- 5. 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.
- 6. Steps toward resolution of disagreements will follow the established SDSM&T Grievance Procedure for Students Policy III-1-3.

SOURCE: SDSM&T Faculty, Office of the Provost, Dec. 2009

**BOR Reference: None**