

SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY

Policy Manual

SUBJECT: Excused Absences

NUMBER: Policy 3-1 (formerly Policy III-4 and III-1-1)

REVISED: April 2025

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

Students must be given the opportunity to make up all graded activities (exams, quizzes, presentations, labs, etc.) missed during the absence. The make up can either be the same opportunity or an equivalent one that the instructor deems appropriate.

Students must complete all make up work within a deadline that is determined by their instructor.

Instructors are not obligated to grant extensions for assignments that have been available to students for at least 3 business days, even if the submission due date coincides with a student's excused absence.

Excused Absences with Advanced Notice

South Dakota Mines recognizes that university sponsored activities, university sponsored travel, 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 have agreed to accommodate those activities in accordance with this policy.

1. Generally accepted activities that will be approved with advanced notice are:
 - a. NCAA competitions and associated travel.
 - b. Student organizations or design teams that are competing with the permission of their advisor or CAMP staff member.
 - c. Professional conferences with permission from a member of the faculty or staff.
 - d. Professional interviews related to graduate schools or career-related positions during the academic year. *Students with professional interviews scheduled within 7 days of the Career Fair will be exempt from the one-week notification requirement.*
 - e. Military or ROTC unit responsibilities.
 - f. Major religious holidays.
 - g. Court imposed legal obligation such as jury duty or a subpoena. *The one week prior notification requirement can be waived as needed.*
2. Students are expected to notify their instructors at least one week prior to the absence and it is the student's responsibility to initiate plans for making up graded activities that will be missed.
 - a. In many of these cases, advisors, coaches, or other employees, will notify instructors via email of the excused absence one week prior to the event to verify details.

3. 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.
4. Students on academic probation are not permitted to participate in university sponsored travel for design teams, student organization competitions, or professional conferences.
5. For students belonging to a military unit, instructors 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 (*Refunds*).
6. If any questions arise or further guidance becomes necessary, the advisor, coach, or employee will consult with either the Dean of Students, the Athletic Director, or Provost as appropriate.

Excused Absences After an Unplanned Event

South Dakota Mines recognizes that unplanned events may prevent students from attending class. It is the responsibility of the student to request an excused absence for the unplanned event within 3 business days of the missed course period.

Upon request by the faculty member, it is also the responsibility of the student to provide documentation to verify the excused absence within 3 business days of the missed course period. Following review of the submitted documentation, faculty will not retain the documentation. Electronic documentation will be deleted, and hard copy documentation will be returned to the student or shredded.

1. Generally accepted unplanned events include:
 - a. Verified illness or injury. Instructors reserve the right to request documentation from a healthcare provider.
 - b. Caregiving on an immediate family member. Instructors reserve the right to request documentation from a healthcare provider.
 - c. Death of a family member or significant other. Instructors reserve the right to request a copy of an obituary, memorial service card, or other related documentation.
 - d. In accordance with Title IX, excused absences for pregnancy, childbirth, and related medical conditions are permitted. Students should contact the Title IX office at titleix@sdsmt.edu for assistance with accommodation and to develop an academic plan.
 - e. Other verified extenuating circumstances judged acceptable by the instructor or the Dean of Students.
2. Students with excessive, non-university sponsored, absences should be referred to the Dean of Students Office. Vacations, personal days, and other 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, April 2025 – Supersedes all previous versions

BOR Reference: [Policy 5.7](#)