

UNIVERSITY OF UTAH POLICY FOR CLASS EXCUSAL

We often have questions asked about students who are absent from classes and/or exams as a result of traveling as part of official university activities such as performing as part of an official university musical group, presenting one's research at a conference, or participating in intercollegiate athletic competition. We are aware that absences from campus during classes can interfere with course expectations. University Policy 6-100(III)(O), however, allows students who are away from campus on official university business the opportunity to make up exams and assignments missed during their absence.

Allowing a student to make up an exam may be accomplished in a number of ways. The exam could be administered before the student leaves campus, the exam could be given at the regularly scheduled time through a proctor at a host institution, or the exam could be administered after the student returns. In addition, if a student must miss an in-class assignment such as a group project or presentation, we encourage you to consider whether technology would allow the student to participate from a distance or whether the individual's portion of any assignment could be rescheduled for before or after the student returns. If you have any questions about how to provide an appropriate make-up opportunity, please contact your department or college for guidance. If you are still unclear on how to proceed, please contact Amy Wildermuth for additional assistance.

We also want to note that we seem to have more conflicts during the closing weeks of the semester. In particular, we have received complaints that many students have become overloaded with multiple exams on the final days of the semester before the final examination period. Because some students may be traveling on university business during the last week of classes, we want to remind you that the make-up policy must be observed through that week just like any other week of the semester. We would also like to encourage you to use the final examination period at the end of each semester for the administration of final exams. Because it is important to allow students appropriate preparation time for each of their exams, University Policy provides that final exams must be given at the times officially set forth by the Scheduling Office.

If you have any questions or concerns, please feel free to contact either of us. We wish you a successful and enjoyable remainder of the semester.

Warmest regards,

Ruth V. Watkins, Senior Vice President for Academic Affairs
Amy Wildermuth, Associate Vice President for Faculty