

# Guidelines For Make-up Work For Excused Absences Per the Senate Excused Absence Policy

These Guidelines are based on ideas gathered from faculty on Oakland's campus and are not meant to be all inclusive.

## Overall:

- Students should not be penalized for missing class as part of the Excused Absence Policy.
- Students must inform their instructors of the dates they will miss class due to an excused absence by providing the Excused Absence Form (with all appropriate signatures as listed on the form) to the instructor prior to the date of the anticipated absence.
  - If dates and times of the excused absences are known prior to the start of a term students provide information and Excused Absence Form to instructors by the first day of class.
  - If dates and times of the excused absences are unknown at the beginning of the semester students provide information and the Excused Absence Form to their instructors at the earliest possible time.
- Instructors are responsible for providing students with an equitable way to make up missed work, including course requirements for class attendance and/or participation, due to an absence that is excused per the Excused Absence Policy.
- Students and faculty should work together to come up with a plan to complete coursework missed as a result of the excused absence *before the work is missed*. While the faculty should be the primary person involved in developing the plan, students have a responsibility to work with faculty on developing a plan.
- All students should complete the missed work in a timely manner as discussed with the instructor and included in the plan.
- Students should receive full credit for satisfactorily completing the make-up assignment, exam, participation points, and/or attendance points.
- Students not completing assigned work on time should not receive credit, or should receive partial credit, as determined by the instructor, for the assignment/exam.
- Points should be deducted for unsatisfactory work as they normally would. • Students should be required to submit all missed assignments/work *before* the term's final exam period, whenever possible, to ensure they are on track for success prior to final exams.

## Class participation/Attendance:

- Write an informative paragraph about discussion topics.
- Journal/Reflection on the topic of discussion (individual paper or posted on Moodle Discussion Forum)
- Read/outline a book chapter
- Answer questions about the book chapter (could be based on either the lecture or class

discussion that took place on the day of the absence)

### **Exams/quizzes:**

- Faculty may wish students missing an exam/quiz to take it early or in a different format (e.g. essay rather than multiple choice) because of the excess burden that exposing exams to some students early/at different times may create for the faculty (e.g. having to make multiple versions of an exam—a very time consuming process). The timeline and format of the exam, if different for the students making up the exam, should be stated in the plan for making up course work for an excused absence.
- In general, make-up exams should be given at a time/place convenient for the faculty, taking into account the student's course, OU sponsored activities, and outside work. • No grade "category" should be modified. For example, the grades for the "quiz" category should not all just be moved to the final. In general, moving the grade for a missed exam to the final exam is discouraged. When there is agreement between the instructor and the student that the portion of the grade for the missed exam will be moved to the final exam, that percentage should be limited so as not to cause a large change in the student's grade and/or have the final grade become a large percentage of the student's grade.
- If the faculty allows the student to drop a grade, it should not be assumed that the quiz/exam for which the student is absent will be the quiz/exam that is dropped. If students have the option to drop their lowest grade, those missing class due to an excused absence must have the same opportunity to complete all quizzes/exams and drop their lowest grade. Suggestions for completing exams include:
  - o Take exams while travelling - another faculty or Faculty Athletics Representative (FAR) at the institution where the competition/presentation is being held.
  - o Have someone from Athletics or the FAR proctor the exam at OU
  - o Some professors are worried about students sharing the information if they take the exam early; remind students not to share; remind students that sharing info about exams is academic misconduct and will be reported to the Dean of Students Office.
  - o Only certain percentage of grade can be moved to the final (see bullet point above)

### **Group Assignments:**

- Students are responsible for contacting group members to be sure that their contribution to the group is complete.
- For group presentations, try to schedule the "excused" student's presentation on a day other than the day the student will be absent.