

Subject: Student Absences for University-Sanctioned Events, Policy Reminders

Dear Colleagues:

The Provost & Executive Vice President's Office wants to remind faculty and staff of permitted academic absences for students who are participating in University-sanctioned events.

We ask you to support students who pursue professional and personal development through these sanctioned events, and to provide them a fair opportunity to demonstrate their academic proficiency and make up missed work. Accommodations made for these absences should be in addition to any permitted absences that are offered to all students in your regular class absence policy.

The relevant passage from the Academic Faculty and Administrative Professional Manual follows:

I.14.4 Class Attendance Regulations (last revised June 21, 2011)

Instructors and departments are responsible for establishing attendance policies for classes and examinations. These policies must accommodate student participation in University-sanctioned extracurricular/co-curricular activities. Students must inform their instructors prior to the anticipated absence and take the initiative to make up missed work in a timely fashion. Instructors must make reasonable efforts to enable students to make up work which must be accomplished under the instructor's supervision (e.g., examinations, laboratories). In the event of a conflict in regard to this policy, individuals may appeal using established University procedures.

For the purposes of this regulation, University-sanctioned activities include competitions, events and professional meetings in which students are officially representing the institution. Appropriate sanctioned activities include:

- a. Intercollegiate athletics;
- b. Collegiate club sports and competitions;
- c. Conferences and workshops recognized by the University not related to academics;
- d. Commitments on behalf of the University (ASCSU, band, etc.); and
- e. Professional activities recognized by the University related to academics.

Additionally, the following website lists individuals authorized to approve student absences as sanctioned events: <https://studentaffairs.colostate.edu/resources/resources-faculty-staff/administrative-information/class-absence-info/>.

More resources for faculty are available on the Provost website, including this document on [Academic Policies, Guidelines and Information for the 2021-2022 Academic Year](#).

Sincerely,

Kelly Long, Vice Provost for Undergraduate Affairs

Sue James, Vice Provost for Faculty Affairs