

Missed Class Meetings for University-Sponsored Travel

Purpose:

Indiana University Kokomo has invested significant resources in activities for our students that involve travel away from campus. Travel for these activities (primarily KEY and athletics) creates conflicts for our students with their regularly scheduled class meetings. It is important that all stakeholders (administration, staff, faculty, students) work together to minimize the negative impact that these conflicts can create, while allowing our students to have a transformative experience both inside and outside the classroom.

Responsibilities of Student:

- As soon as the student is aware of the potential conflict, they should provide a signed copy of the Missed Class Form to the instructor and discuss a plan for any work that will be missed¹.
- The student should follow up with the instructor one week before the missed class to ensure a plan is in place to make up any missed work.
- If a student does not fulfill their responsibilities as outlined in this document, the policy will not apply to their conflict.

Policy²:

In the event that a student will miss a scheduled class meeting for an event involving university sponsored travel, the student will be permitted to work with the faculty member to minimize the impact that this missed class time will have on the student's ability to succeed in the course. A student's final grade in the course can't be directly negatively impacted within the 15% threshold when the student responsibilities are met and the student follows the plan that they designed with the faculty member. For this policy to be in force, the following conditions must be met:

1. The student must make timely notification of their absence, as outlined above.
2. The missed class is for university sponsored travel.
3. The total number of missed classes for any reason does not exceed 15% of the total class meetings. Once the student has exceeded this 15% threshold, the policy will no longer apply for any subsequent absences for university sponsored travel

Issues:

Students should follow the complaint procedure outlined in the student handbook. Faculty members can work with the appropriate dean, VCAA, or the athletic director.

¹ Athletes will inform faculty members at the beginning of the semester. Information for KEY trips may not be available at the beginning of the semester, but the student should make the faculty member aware immediately when conflicting travel is planned.

² This policy does not apply to classes identified as clinicals (e.g. Nursing) or as student teaching (e.g. Education). In these instances the existing policies for each department will be used in place of this policy. For more information the student should contact the School in question