

**Draft**  
**November 18, 2008**

*The Athletic Council would like to recommend the following changes be made to the Pathfinder and to the Faculty Handbook. The old policy on p. 58 of the Pathfinder and excerpted from the Faculty Handbook is as follows (with our recommended strikeout):*

**FHB D170 Student absences**

Students are expected to attend all meetings of the classes in which they are enrolled. No extensions of the vacation periods are given to any students, regardless of the location of their homes.

A student with excessive absences may be dropped from a course by the instructor with a grade of W/P or W/F. The instructor may also assign a failing grade of "F" at the end of the semester. Instructor drop request forms are available at all academic department offices.

Absences due to illness, ~~or to authorized University activity such as field trips, athletic trips etc.~~, are to be reported by the student to his/her instructor(s) and to the Dean of Students Office. If a student is unable to contact his/her instructor(s) the student should leave a message at the instructor's department. The reporting of absences does not relieve the student of responsibility for missed assignments, exams, etc. The student is to take the initiative in arranging with his/her instructor(s) to make up missed work, and it is expected that the faculty member will cooperate with the student in reasonable arrangements in this regard.

***We would like to add the following:***

**OFFICIAL ABSENCES**

Students who are required or expected to represent the University of New Mexico at University functions and University related extracurricular activities (eg, professional meetings, debate competitions, workshops, field trips, research activities, athletic competitions , sport club events, judging events, fine arts events, etc) shall have the opportunity to make up any assignments or examinations missed as a result of officially sanctioned events **unless the absences are excessive and adversely impact the learning environment.** It is the responsibility of the student and the sponsoring UNM

37 organization to provide official written notification to the instructor, and receive approval  
38 from the instructor, within the first two weeks of class stating the date(s) of the  
39 anticipated absence(s) and the nature of the official University activity requiring the  
40 absence(s). When official events arise during the semester, official written notification  
41 must be provided\_at the earliest possible date before the authorized absence, stating  
42 the date(s) of the anticipated absence(s) and the nature of the official University activity  
43 requiring the absence(s). Instructors shall make a good faith effort to accommodate  
44 students with equivalent work. The student must also recognize that some classes or  
45 class-work (seminars, small labs, etc) cannot be made up. When disagreements  
46 regarding this policy arise, they may be appealed following the steps outlined in the  
47 Pathfinder under Student Grievances, Article Two on Academic Disputes.

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# The University of New Mexico Faculty Handbook

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**D170**

*Information*

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## **STUDENT ATTENDANCE**

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Verification of a student's report of absence will be provided on request and in accordance with the following general procedures.

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**Short-Term Absence (1-4 days).** When notified in advance of an absence of 1- 4 days, the Dean of Students Office will prepare an absence notice which the student may pick up and personally deliver to his/her instructor(s). On absences of 1-4 days reported to the Dean of Students Office after the fact, an absence notice may be picked up by the student after consultation with a dean, if such consultation provides a basis for issuing a notice.

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**Extended Absence (5 days or longer).** The Dean of Students Office will send absence notices to instructor(s) on absences of 5 days or longer when notification of the absence is received prior to or at the onset of the absence. If notified after the absence, the absence notice will be prepared, but the student must hand carry the notice to his/her instructor(s). Verification of extended absences is recommended (such as a doctor's note, hospital billing, etc.)

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**Exceptions.** On request, members of the Dean of Students staff will review specific absence situations to determine if exceptions to the established absence procedures are warranted.

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It should be noted that written medical excuses for class absence will not be issued routinely by the Student Health Center except in the case of physical education classes, where participation would be detrimental to the student's condition. Where confirmation of a student's attendance at the Health Center is required by a member of the teaching staff, this will be furnished on direct enquiry, without revealing the medical details necessitating such attendance. If it appears that a student will be absent for a week or more, the Dean of Students will be notified.

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