

**Recommendation of the University Committee to Create
UWM Student Representative Missed Class Policy**

Approved by the University Committee on May 23, 2017

Rationale: UWM currently has a Student Athlete Missed Class Policy (Faculty Doc. No. 3079) to provide student-athletes with the ability to miss classes without penalty in order to represent UWM in athletics competitions. However, there is no similar policy for UWM students representing UWM in academic competitions, conferences, or other events. This policy is designed to protect such students from being penalized while representing UWM at a recognized and approved event.

Introduction:

Students at the University of Wisconsin-Milwaukee (UWM) regularly are encouraged and sponsored by their academic program to represent the university at various competitions, conferences, or other events. As examples, students participate in performing arts competitions, engineering design competitions, and present papers at research conferences. Such participation benefits students by providing them with invaluable experiences as part of their education at UWM, and provides them with professional exposure as they embark upon their careers. The participation also benefits UWM by highlighting the accomplishments of our students and increasing the visibility of UWM. Therefore, students should be able to participate in such events as representatives of UWM without concern of being penalized for missing classes while they are at the event.

**MISSED CLASS POLICY FOR STUDENTS REPRESENTING
UWM AT PROFESSIONAL EVENTS**

Students representing UWM in a recognized competition, professional or academic conference, or unit-sanctioned events are expected to attend all class sessions and complete course requirements according to the course syllabi. However, when a scheduling conflict occurs, the following requirements apply.

1. Students must receive authorization to participate in the event from the appropriate dean, department chairperson (typically the one whose unit is being represented by the student), or student organization faculty advisor.
2. Students must submit written information to their instructors on anticipated absences with written verification letters from the authorizer as early as possible in the semester, but no later than two weeks prior to the anticipated absence. Students must provide follow-up notification to each instructor 48 hours before the event that affects their class attendance.
3. Students should not be penalized for an approved absence due to representing UWM at a professional event.

4. For off campus events, students can request to be excused from class attendance for a class that ends no more than 30 minutes before the student's scheduled departure for the event. For on campus events, students can request to be excused from class attendance for a class that ends no more than 2 hours before the event.
5. If a student is excused from course attendance, he or she is still responsible for submitting assignments on time or making alternate arrangements with the instructor.
6. It is recommended that instructors document how alternative arrangements for missed work will be completed when a student absence is requested, and that this be communicated with the student.
7. Students representing UWM at a professional event must follow the regular schedule for final exams, unless other arrangements have been agreed upon with the instructor.
8. Upon immediate notification that a student absence that meets all requirements is unexcused by faculty or staff, the student must follow the guidelines for appeals as posted on the UWM website.