



August 19, 2019

Dear Colleagues,

As we prepare to start a new academic year, I am contacting you regarding how to handle student absences that arise due to our students' commitments to represent NC State in a variety of endeavors across the state, nation, and globally. These students are involved in activities that include, but are not limited to, scientific, educational or artistic endeavors, military responsibilities, and intercollegiate athletics (including members of the marching and pep bands, cheerleading, and dance teams associated with athletic events).

In order to represent NC State, a student may miss class meetings during the semester. The student should bring you a letter or form that explains the obligations that may result in missed class time, assignments, and tests. Absence from class or examinations for these events does not, in any way, relieve the student from responsibility for coursework and required activities during the period of absence. When students are absent from class on behalf of the university, university policy requires that you and the student make alternative arrangements for fulfilling class assignments, including exams [REG 02.20.03]. The alternative arrangements should not unduly inconvenience either you or the student.

As explained in REG 02.20.03, section 3.4, "...each instructor has the responsibility to implement grading procedures that are fair and equitable, the instructor shall devise a system for making up missed assignments and examinations that does not unfairly penalize the student when an excused absence is accepted. Such make-up work shall be at a comparable level of difficulty with the original assignment or examination. Make-up examinations shall be at a time and place mutually agreeable to the instructor and student." The intent of this statement is to not simply drop an exam or assignment as that, in essence, unfairly penalizes the student relative to class peers.

It is the student's responsibility to provide you with reasonable notice for the dates of anticipated absences and to work with you to obtain assignments so that they can prepare the necessary academic material. The student should make every effort to present this information at the beginning of each term, but per university regulation, must inform you prior to the excused absence. Please allow students to make up, without prejudice or penalty, all of the work missed due to the above circumstances. If you, as a faculty member, plan to have students travel or otherwise miss classes, you should provide a letter or memo that they can share with their instructors.

In addition to general procedures, if you have a student-athlete in your class, progress report requests will be sent out via the GPS advising platform for each student-athlete on a regular basis throughout the semester in order to ensure that he/she is complying with the required academic coursework and to serve as a mechanism to report any concerns in a timely manner. The advisors in the Academic Support Program for Student-Athletes will also have view-only access to Moodle for student-athletes only. These processes are in compliance with FERPA regulations and are very important to us in working with our student-athletes.

For more information on attendance and absences, please see [REG 02.20.03 Attendance Regulations](#).

Thank you very much for your cooperation in this effort to allow our students to represent our institution.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bret H. Smith", with a long horizontal flourish extending to the right.

Bret H. Smith
Professor and Interim Dean, University College
Division of Academic and Student Affairs

c: Dr. Warwick Arden, Executive Vice Chancellor and Provost
Dr. Hans Kellner, Chair of the Faculty Senate
College Deans and Academic Associate Deans