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MEMORANDUM

ATTENTION	Senate	DATE	August 3, 2012
FROM	Bill Krane, Chair	PAGES	1/1
	Senate Committee on		
	Undergraduate Studies		
RE:	Missed Class Guidelines (SCUS 12-35)		

A handwritten signature in blue ink, likely of Bill Krane, the chair of the Senate Committee on Undergraduate Studies.

Action undertaken by the Senate Committee on Undergraduate Studies at its meeting of August 2, 2012, gives rise to the following recommendation:

Motion

That Senate approve the Missed Class guideline, to be placed in the Enrolment Policies and Procedures section of the SFU Calendar.

Simon Fraser University

Enrollment Policies and Procedures

Missed Classes Guideline

Students who are unavoidably absent because of illness or disability should report to their instructors as soon as possible and provide a medical certificate if required to do so by the instructor (see <http://students.sfu.ca/forms/hcpsfGeneral.pdf>).

Students with conflicting responsibilities have a duty to arrange their course schedules to minimize conflicts between course requirements and other activities. Students with potential conflicts are required to discuss these with their course instructor(s) at the start of each term, or as soon as a conflicting responsibility arises, and plan any alternative arrangements that may be requested. It is entirely at the instructor's discretion whether such responsibilities allow for absences to be excused and required coursework, including exams, to be deferred.

Conflicting responsibilities include, but may not be limited to representing the University, the province or the country in a competition or performance; serving in the Canadian military.

For excused absences students and their instructors will make good faith efforts to make suitable arrangements to assure that students can make up work missed and are not penalized. Instructors are particularly encouraged to consider alternative arrangements when the student is representing the University. However, the instructor is under no obligation to allow the student to make up missed work for unexcused absences if notification and arrangements are not made in advance of the absence or, in the case of illness, if the instructor is not notified immediately. Instructors may not be able to comply with all such requests especially if the academic standards and integrity of the course or program could be compromised. In all absences, the student is responsible for fulfilling all course requirements.

Readers would also be advised to review:

http://students.sfu.ca/appeals/withdrawals_extenuating/guidelines.html (withdrawal for extenuating circumstances)

<http://www.sfu.ca/policies/gazette/general/gp4.html> (unscheduled cancellation of classes)

<http://students.sfu.ca/calendar/student-info/grading.html> (DE grades)