

Policy on University-Sponsored Student Activities

Preamble

Pittsburg State University recognizes the transformational value of out-of-class activities in which our students participate. Whether initiated or sponsored by faculty or other University representatives, these activities add value to our various programs, whether academic, cultural, professional, or athletic.

The PSU Faculty Senate supports our students' desire to engage in these activities; we recognize our responsibilities in facilitating this engagement; and, we seek to provide guidance for instructors, sponsors and students as we cooperate to enhance our mutual learning experience. While ideally none of these University-sponsored-or-sanctioned-activities (USSA) would interfere with classroom attendance and participation, it is inevitable that at times conflicts will occur. With the goal of ameliorating such conflicts, we share the following knowledge and suggestions by way of making policy that protects our individual constituencies.

For Students

You have the right to expect to be reasonably accommodated by faculty if you meet your responsibilities in regards to this policy and if you meet your responsibilities for class attendance and participation when not absent for USSA.

You have the responsibility to inform faculty of your intention to participate in USSA. This should be delivered in writing with a sponsor's signature, title and contact information. Students should provide specific details of their intended absence. You should do so at the beginning of the semester or as soon as you are made aware of the scheduled absence. You should inform all of the instructors whose classes you will miss. You will provide information regarding the specific details of your intended absence. This should be done as soon as you are aware of the intended absence, with a minimum of 48 hours advance notice of the affected class meetings. If not possible (e.g. last minute changes to schedules out of the student's control), then you should notify your course instructor as soon as possible.

For Sponsors

You have the right to advocate for fair accommodation for your USSA participants in cooperation from faculty and students.

You have the responsibility to inform faculty and students of your USSA schedule and how it may affect class schedules as early as possible in the semester.

For Faculty/Instructors

You have the right to expect that students will express their intention to participate in a USSA. This should be delivered by the student in writing with a sponsor's signature, title and contact information. Students should do so at the beginning of the semester, or as soon as they are aware of their intended absence, with a minimum of 48 hours advance notice of the affected class meeting. If this is not possible for reasons beyond their control, then students should notify you as soon as possible. Students should provide specific details documenting and verifying student participation in a USSA.

You have the responsibility to reasonably accommodate students who participate in USSA. Ideally, such accommodation would be offered and would be accepted in advance of a class absence. Such accommodation could include the opportunity to complete each assignment/test missed with an

assignment/test of equal value and equal course content; or, exempting the student from the assignment if it is in the best interest of both parties involved.

Instructors shall provide reasonable and timely accommodations or opportunity to complete exams or other course requirements that have an impact on the course grade. Alternative solutions shall be provided for the following:

1. Travel considered part of the instructional program of the university and requiring absence from class (e.g. professional conferences, research presentations, field trips, etc.)
2. Invited participation in activities directly and officially sponsored by and in the interest of the university (e.g. athletic teams, music competitions, ENACTUS, SGA, etc.)

Violations

Neither absence nor verified notification of absence relieves the student of the responsibility for meeting all course requirements.

If a student believes a violation of the policy has occurred, the student is to contact the SGA Academic Affairs Director, either by e-mail at sga_aa@pittstate.edu, by phone at 620.235.4810, or stop by the SGA Office, located at the Crossroads Intersection in Overman Student Center in Room 111 with the big SGA frosted onto the glass. The student is to provide his or her name, contact information, the class (including day, time and instructor's name), a copy of the course syllabus and a description of the possible violation. The SGA Academic Affairs Director will notify the Chair of the Student-Faculty Committee, obtain information, and if discussion with the faculty member and student does not resolve the issue, then a meeting of the Student-Faculty Committee will be scheduled as soon as possible. The process will be the same as occurs with a reported violation of the Dead Week policy.

If a faculty member believes a violation of the policy has occurred then the faculty member should contact the Chair of the Student-Faculty Committee and provide his or her name, contact information, the class, the student's name, activity, and description of the possible violation. The Chair of the Student-Faculty Committee will notify the SGA Academic Affairs Director and obtain information. If discussion with the faculty member and student does not resolve the issue, a meeting of the Student-Faculty Committee will be scheduled as soon as possible. The process will be the same as occurs with a reported violation of the Dead Week policy.

Approved: Faculty Senate April 23, 2018