

## Salisbury Unia

(7) weeks), the number of classes that may be excused shall be one (1). Faculty may grant students additional absences pursuant to their syllabus and as described in Section II.D., below. In courses where a certain number of absences without penalty are allowed, or a certain number of assessments are excluded, emergency absences will be included in that number, not added to it.

C. When a student returns from the emergency absence, faculty will work with the student to make up any missed assignments, find alternate assignments, or excuse some assignments, in whatever manner the faculty member believes is fair and appropriate. At the discretion of the instructor, missed experiences could be replaced by an alternative, or if necessary, be made up in subsequent semesters using the Incomplete grade; however, if no substitution is made, the missing course. In the event that an experience cannot be replaced, the final grade will be computed in a manner determined by the instructor to be fair and reasonable. For example, for any missed assessment (i.e., homework, papers, quizzes, exams, labs, etc.), the faculty member may choose to give the student a make-up, to use other assessments to replace those grades (e.g., to use a portion of the final exam to replace a missed exam or to use a paper assignment to replace a missed lab), or to excuse the student from that assessment.

D. Students needing to miss more than a

email may be sent to [sucares@salisbury.edu](mailto:sucares@salisbury.edu) (see Student Affairs website for suggested template).

- B. *Communication with the Division of Student Affairs if Unable to Communicate with Professors.* The student must contact the Division of Student Affairs as soon as reasonably possible if unable to reach professors, preferably prior to expected emergency absence(s), but no later than three (3) business days after the student returns to campus. If a student is unable to communicate with Student Affairs, the student or other relative, or another authorized representative, must report to the Division of Student Affairs as soon as possible. The report to the Division of Student Affairs can be done in-person, by telephone, or by email.
- C. If a student or authorized representative is unable to reach professors because of emergency circumstances, the Division of Student Affairs designated staff member will contact professors in writing (e.g., an absence notification letter for cases when student is not on campus) regarding, if known, (i) the number of days the student is expected to be absent and (ii) the student's expected return to class. The appropriate academic personnel may receive a copy of communications.
- D. *Student Responsibility for Coursework.* Students are responsible for completing course requirements. When a student is absent because of emergencies noted above, the student shall discuss with faculty at the earliest opportunity (i) a need for additional time, if necessary and/or (ii) plans for completing missed work, quizzes, exams, labs or other assignments missed.
- E. *University Response.* A Student Affairs designee will assist and support the student as needed through available resources such as case management services, disability accommodations, grief and other counseling, Title IX referral, academic support and proper referrals for additional support. If a student needs to withdraw from a class or classes and does so within established policies and procedures for withdrawing, a Student Affairs designee will assist as necessary with withdrawal and reentry into the university community or will connect the student to the proper offices if appropriate.
- F. *Documentation.* The student or authorized representative as stated in III.B. above must submit documentation to Student Affairs [sucares@salisbury.edu](mailto:sucares@salisbury.edu) to verify the reason for the emergency absence, preferably prior to expected absence(s) but, ideally, no later than three (3) business days after the student returns to class. Such documentation may include, for example, copy of an obituary, copy of a death certificate, a letter from a licensed physician, mental health professional, medical professional, or other reasonable documentation as determined by the Division of Student Affairs.

#### **IV. Resources**

Campus resources include, for example,

- i. Student Affairs Case Manager;
- ii. Counseling Center;
- iii. Student Health Services;
- iv. Academic/Faculty Advisor;
- v. Center for Student Achievement; and
- vi. College, School, program, or department student services staff.

#### **V. Appeals**

The first step of any resolution regarding emergency excused absence from class should be communication between the student and the faculty member. If a mutually satisfactory resolution cannot be reached, the student must follow the grade appeals process as outlined in the Student Academic Grievance Policy which can be found in the *Student Code of Conduct, Policies and Procedures Handbook*.

#### **VI. Complaints**

- A. A student who believes this policy has been implemented unfairly, inconsistently, or in an arbitrary or capricious manner must follow the process for contesting a grade as outlined in the Student Academic Grievance Policy which can be found in the *Student Code of Conduct, Policies and Procedures Handbook*. Students with allegations of prohibited discrimination within the purview of the Office of Institutional Equity must contact the Office of Institutional Equity.
- B. A faculty member who believes this policy has been implemented unfairly, inconsistently, or in an arbitrary, capricious or discriminatory manner shall contact their department chair or program director who will attempt to resolve the matter. If a resolution is not reached, the faculty member can appeal to the Faculty Welfare Committee or the Academic Freedom and Tenure Committee, as appropriate for the particular issues.

#### **VII. Recordkeeping**

The Division of Student Affairs shall maintain student documentation in accordance with University policies and procedures and in consultation with other University offices as appropriate (e.g., General Counsel, Registrar).

**VIII. Review**

The Division of Student Affairs will submit an annual report of outcomes and recommendations related to this policy to the Faculty Senate for review.

**IX. Responsible Office**

The Division of Student Affairs and the Division of Academic Affairs are responsible for administering this policy in consultation with the Faculty Senate through the appropriate committee(s).

**X. Effective Date**

The policy shall f12 0 62 792 reW\*nBT/F8l2 Tf1 0 0 1 109.73 74.8 Tm0 g0 Ggnvbt4u.3flMCID2 792