



Susan M. Collins • Interim Provost and Executive Vice President for Academic Affairs

July 2020

Dear Colleagues:

I am contacting you on behalf of the students at the University of Michigan who must miss classes due to their commitments to represent our institution across the nation and world. These students are involved in the performing arts, scientific or artistic endeavors, or intercollegiate athletics.

In order to represent the University of Michigan, a student may miss a portion of your class. The student will bring you **an individualized written class excuse** that will explain the obligations that may result in missed assignments and tests as well as missed class time. Absence from class or examinations for these events does not, in any way, relieve the student from responsibility for coursework and required course 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 will make alternative arrangements for fulfilling class assignments. The alternative arrangements should not unduly inconvenience either you or the student.

It is the obligation of the student who expects to miss classes, examinations, or other assignments as a consequence of representing the University of Michigan to provide you with reasonable notice for dates of anticipated absences and to work with you and your staff to obtain assignments so that he/she can prepare the necessary academic material. The student should make every effort to present this information at the beginning of each term or no later than the end of the fourth week of a full-term or the end of the third week of a half-term. Please allow him/her to make up, without prejudice or penalty, all the work missed due to the above circumstances.

Thank you very much for your cooperation in this effort to allow our students to represent the University of Michigan.

Sincerely,

Susan M. Collins

Endorsed on behalf of the Senate Assembly:

---

Colleen M. Conway, Chair  
Senate Advisory Committee on University Affairs

SMC/kn