Master of Public Health

Attendance, Missed Exams, & Late Assignment Policy

Preamble:

The following policies are intended to provide guidance to instructors in creating syllabi for courses and to students regarding program expectations. Given the focus on the MPH to serve working adults, it is essential that instructors balance the need to be consistent and provide equitable opportunities for students in their classes. Therefore, there is a need to have meaningful deadlines with consequences to strongly discourage missed and late assignments and tests. These policies are designed to provide consistency within the program and among classes while allowing instructor discretion.

Attendance policy

While the course specific attendance policies are an instructor decision, the MPH program faculty have agreed on the following policies/statements. Expected class meeting dates and times are planned in advance and provided to students at entry into the program.

- Students are expected to plan to attend all face-to-face (F2F) meetings. A student should not be absent from any part of a weekend class and/or summer session. Only in extreme circumstances may a student be excused by the instructor for missing any portion of a weekend class and/or summer session. These circumstances are limited to major illness, serious injury, a death in the immediate family, hospitalization, or military orders. The student may be required to complete additional make-up assignments for time missed. Unexcused absences will result in the loss of course points, as determined by the instructor.

- When the absence is a result of an unplanned emergency students will in most cases be able to make up the work for at least partial credit. Unplanned emergencies are defined as medical emergencies with the student or immediate family members, hospitalization of the student or immediate family members, or other emergency events for which the student could not have been expected to plan an alternative to missing class.

- When the absence is the result of a planned event students should not expect to be able to make up the activities of the class. Planned events may include but are not limited to vacation, weddings, flights, and other events planned by the student.

- When the university is closed due to weather or other unforeseen events, the F2F will not be rescheduled, but additional learning activities will be created to ensure that the material covered in the F2F will be assessed.

Incomplete grades policy

- This is a temporary grade the instructor may give to a student when illness, necessary absence or other reasons beyond the control of the student prevent completion of course requirements by the end of the semester or session. This grade may not be given as a substitute for a failing grade.

- A grade of “I” must be removed by the instructor who gave it or—in exceptional circumstances—by the department chairperson. If the unfinished work is not completed and the “I” grade removed
within one calendar year of the assignment of the “I” the grade shall be converted an “X” for graduate courses.

- A grade of I does not meet any the prerequisite requirement. Many courses are used as prerequisites for subsequent courses and an incomplete grade does not meet the prerequisite grade requirement (in many cases “B or better”). Because this does not allow for the student to continue progressing through the program, efforts to avoid the assignment of an incomplete grade should be maximized.

- If an incomplete grade is assigned, the timeline for completion of the required course work should be prior to the beginning of the following semester, especially in the event the incomplete course is a prerequisite to courses offered in the following semester(s).

- A grade of I is not figured into the GPA until it is replaced with another grade. Students should not re-register for the class, but should work with the instructor to complete the outstanding assignments.

**Qualified or “excused” absence policy:**

- Decisions related to “qualified or excused” absences rest with the instructor.
- Decisions to declare an absence as “qualified or excused” must be supported with documentation. This documentation should be as specific as possible. For example, in the instance of a medically-related absence, the documentation should clearly show the medical professional believes the student was medically unable to complete the assignment or take the test.
- The documentation should be kept on file by the instructor for a minimum of three academic years in compliance with the Federal guidelines for storage of research documentation.

**Testing specific policy:**

- It is the student’s responsibility to notify the instructor in advance, prior to the deadline or test date, when any test, exam, or quiz will be missed. No make-up opportunities should be expected unless the instructor is notified prior to the missed exam, and make-up opportunities are dependent on both proof of absence and instructor decision. Exceptions to this policy include the unplanned emergencies listed above.
- In an online testing environment, any opened or started test, exam, or quiz is considered an “attempt.” Students should not open or start the exam if they do not have the time to finish it, as only one attempt will be allowed.
- If a test, exam, or quiz is missed, options for “make-up” could include an extension, an alternate time such as during finals week, or an equivalent alternate activity, with the decision resting solely on that of the instructor.
- Instructors and students acknowledge that creating an equitable alternate test, exam, or quiz is difficult and may require that the alternate is of a different format.

**Assignment specific policies:**

- There is no requirement of the instructor to accept late assignments.
- Late assignments, when accepted by the instructor, will result in reduce value for the assignment. Refer to the course syllabus for course specific reductions. An example of a common reduction would reduce points on the assignment for a specified time frame after which the assignment submission will not be accepted.
- Assignments missed due to technical “glitches” should be documented via screen shots or other means.