

Tippie College of Business
Student Organizations

Checklist for Professional Trips

- 1) To get funding for your trip, fill out a Travel Prior Approval form, located in the Student Organization Business Office (159 IMU), two weeks before travel.
- 2) If renting university vehicles, follow the procedures outlined online:
<http://csil.uiowa.edu/manage/reserving-university-vehicles/>

Policies taken from: <http://tippie.uiowa.edu/undergraduate/advising/attendance.cfm>

University Attendance Policy

University policy requires that students be permitted to make up examinations missed because of illness, mandatory religious obligations, or other unavoidable circumstances including certain University activities. Examples of authorized activities include participation in University-scheduled events for athletic teams, the marching band and pep band, debate teams, and other recognized University groups, as well as participation in University field trips, service with the military or National Guard, and jury duty.

In addition, each College may further define what constitutes an excused absence for exams and other grading purposes (e.g., attendance or participation grades). This document is intended to give guidance to faculty and students in the Tippie College of Business about what factors might influence the decision to excuse an absence that is not already covered by University policy. This document is not intended to restrict faculty behavior beyond what is required by University policy.

In the Tippie College of Business, the general policy is twofold. First, excused absences should be narrowly defined to ensure that academics are the first priority. Second, faculty have discretion to determine, beyond the University mandated excused absences, what constitutes an excused absence and what coursework, beyond examinations, is available for make up credit. Faculty are encouraged but not required to take the following factors into account when deciding whether or not to treat an absence as excused:

1. Did the student proactively attempt to cure the need for the absence, (e.g., by rescheduling an event)?
2. What are the consequences for the student if he or she misses the out of class experience, (e.g., losing an opportunity to participate in a national conference)?

Absence for job interviews may or may not be excused at the discretion of the faculty member. Again, faculty and students are encouraged to consider the degree to which the student was proactive in avoiding the conflict and the elective nature of the particular date

and time of the interview (e.g., did the student have a choice of times or dates for the interviews).

Students should not expect instructors to make adjustments to the class attendance policy, nor to provide make-up exams, so that students can leave campus before the beginning of scheduled vacation times or the end of a semester, or to accommodate family or employment activities.

Faculty are encouraged to put their absence policies in their syllabi, making clear the effect of absence from class and, to the extent possible, the circumstances under which absences may be excused. Reference may also be made to this document which will be available on the Undergraduate Program Office website.

Student Responsibilities Regarding Attendance

Whenever possible (e.g., religious obligation, authorized University activity), students are responsible for notifying their instructor of a conflict requiring an excused absence well in advance of a scheduled examination or other in-class activity. For permission to be absent from class in order to participate in authorized University activities, students are expected to present to each instructor before each absence a written statement signed by a responsible official specifying exactly the dates and times necessary for them to miss class. For permission to be absent under the Tippie College policy, the same general procedure applies. Whenever possible, the student should contact each instructor before the absence to request that the absence be excused.

When advance notification is not possible (e.g., illness, family or other personal emergency), students are expected to present evidence to verify the reason. Indeed, faculty in the Tippie College are urged to request this verification. Evidence is to be attached to a completed "[Reason for Absence from Class](#)." Instructors may require additional verification including that the student give his or her medical provider a waiver so that the professor can talk directly and in more depth about the student's health and the medical recommendation relating to missing class. In cases of family emergency, faculty may ask for a funeral notice or the phone number of the student's parents to call for verification about the emergency. Students who are or will be absent for more than five days may ask the [Registration Center](#) to send notification of the absence to each instructor.

Registration Center 30 Calvin Hall

Hours: 8-4:30 Mon-Fri

Phone: (319) 335-0244

Fax: (319) 353-2550

E-mail: reg-center@uiowa.edu

Students should be flexible in terms of scheduling make-up examinations. Students are expected to be willing to schedule make-up examinations at any time that does not conflict with other regularly scheduled class or examination times.

Liability Waivers/Permission Forms

Hazardous optional activities may require liability waivers. Minors will need parental permission to participate. Contact Risk Management (319-335-0010) for information on the development and use of such forms. <http://www.uiowa.edu/riskmanagement/forms>

Resources

- Tippie College of Business Student Organization Handbook:
http://tippie.uiowa.edu/undergraduate/studentlife/organizations/student_org_handbook.pdf
- The University of Iowa Student Organization Information:
<http://csil.uiowa.edu/manage/>
- University of Iowa Fleet Services:
<http://csil.uiowa.edu/manage/reserving-university-vehicles/>