

AUTHORIZED AND SPONSORED ACTIVITIES

Pilot Procedures for Galveston Campus

Effective March 5, 2020

For full information concerning university attendance, please see the link below, TAMUG Student Rules, Part: 1 Academic Rules, Rule 7: Attendance.

<https://www.tamug.edu/studentrules/>

The Sponsored & Authorized Events list provides faculty and staff members with information about university-excused absence activities and other important activities that may impact a student's class attendance.

- **Authorized activities** require participation in a university activity, or are necessary as a requirement for an official class. Authorized activities are university-excused absences as defined by the University Student Rules (Part I, Section 7).

To submit a request for an Authorized Activity due to an academic activity, please send a request to Dr. Donna Lang, TAMUG Associate Vice President for Academic Operations (Langd@tamug.edu). In the case of non-academic activities, please send the request to the delegate for the Vice President for Student Affairs, Shelly Fordyce (FordyceS@tamug.edu).

If the absence is categorized as excused, the instructor must either provide the student an opportunity to make up the exam or other work missed or provide a satisfactory alternative completed within 30 calendar days from the last date of absence.

- **Sponsored activities** are generally considered important to the overall leadership development and education of Texas A&M students, but are not required as part of an official class or as mandatory participation in a university activity. Participation in a sponsored activity is not considered an official university-excused absence, but based on the perceived educational value of the event, instructors are encouraged to consider allowing students to make up the missed work resulting in participation of the event. In general, most university activities and events will fall in this category.

To submit a request for a Sponsored Activity due to an academic activity, please send a request to Dr. Donna Lang, TAMUG Associate Vice President for Academic Operations (Langd@tamug.edu). In the case of non-academic activities, please send the request to the delegate for the Vice President for Student Affairs, Shelly Fordyce (FordyceS@tamug.edu).

For either category please include:

Event Name:

Event Location:

Event Information:

(optionally a brief description of the event's purpose)

Event Start Date:

Event End Date:

Course requiring this event (if applicable):

Contact information:

Once reviewed, the event will be posted on the Academic Affairs Faculty Resources web page <https://www.tamug.edu/AcademicAffairs/faculty/index.html> as a reference.

The posting will be a simple list for each term for each category. If the faculty member has specific concerns or needs verification that a student is involved in the approved activity, please contact Donna (for academic programs) or Shelly (for non-academic programs)