

**CHARLESTON SOUTHERN UNIVERSITY
OFFICE OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

TITLE	NUMBER	PAGE	DATE OF INCEPTION
<i>Student Representatives: Attendance, Make-up Work, and Registration</i>	R-57	1 of 1	June 1, 2001

Purpose: To establish a policy that addresses attendance, make-up work and registration for students representing the University on official business, veterans, National Guard, Active Military Reserve, or ROTC cadets. “Student Representatives” are involved in various groups or organizations, including our student-athletes representing CSU in athletic events. “Veterans” are former members of the Armed Forces. “National Guard” and “Active Military Reserve” are members of the United States Armed Forces reserve military force. “Cadets” refers to cadets in Air Force or Army ROTC.

Approval: Specific dates and times that Student Representatives will be representing the University on official business must be approved in advance by one of the following: (1) VPAA or other Senior Officer, or (2) Academic Dean, or (3) Dean of Students, or (4) Other designee by senior officer.

Specific dates and times that cadets will be absent due to participation in Air Force or Army ROTC sanctioned activities must be approved in advance by the Chair of the Department of Aerospace Studies or Senior Army ROTC Instructor

Attendance: All cadets, Student Representatives, National Guard and Active Military Reserve, and Veterans are subject to the same attendance policy as all other undergraduate students. Refer to policy R-10, “Excessive Absences,” or the Undergraduate Catalog under “Attendance” for more information.

Make-up Assignments and/or Tests: All Student Representatives who must be absent from classes while representing CSU on official business will be allowed to make up tests, assignments and/or other activities without penalty. All Veterans who must be absent from classes due to Veterans Administration related appointments will be allowed to make up tests, assignments and/or other activities without penalty. National Guard and Active Military Reserve who are absent from classes due to required training will be allowed to make up tests, assignments and/or other activities without penalty. Course syllabi must reflect how/when this may be accomplished. The Dean’s Council recognizes that some departments will have to be creative in allowing for make-up work, or at least not penalizing the student for the missed work. Some examples may include laboratories, clinical experiences, etc. Air Force or Army ROTC cadets absent for participating in ROTC sanctioned activities, as approved by the Chair of the Department of Aerospace Studies or Senior Army ROTC Instructor, will be allowed to make-up tests, assignments and/or other activities without penalty.

Registration: Typically, Student Representatives and Veterans will register along with all other students according to their classification (Senior, Junior, Sophomore, Freshmen). In some cases (eg, Teaching Fellows, Honors Program students, athletes, Veterans), first year and sophomore

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students may be allowed to register with upper classmen. Dates are published on the Academic Calendar. Students who experience scheduling conflicts during registration as a result of officially representing the University should contact the appropriate academic department chairperson in an effort to design an acceptable class schedule. Students may seek further redress from the appropriate academic dean. The academic dean's decision is final. Such resolution will be handled on a case-by-case basis.

Review: The Deans' Council will review the effectiveness of this policy regularly to determine if further action is needed. Effective beginning on June 1, 2001 by final action of the Academic Council on May 9th, 2001; Revised by Dean's Council November 4, 2015. Revised by Dean's Council October 2016 and November 2018.