

Missed Classes Policy

It is expected that you will meet all regularly scheduled sections of courses you teach, and be present at all of your scheduled office hours and exams, except in cases of:

- Illness
- Personal emergency
- Significant professional reason (i.e., job talk)

If you are unable to meet a regularly scheduled section of your class:

1. If you are a GSI for a lecture course, contact the person teaching the lecture as far in advance as possible.
2. No matter who you are, contact the Department office staff as far in advance as possible. Email to philosophy.staff@umich.edu is the best way to contact us, but if you don't have email access, a phone call, ideally one where you speak to a live person, will do.

It would be most helpful if you provided the following information:

- Name
- Date not able to teach
- Class and Section number(s)
- Class time
- Meeting place
- How many students in class
- Syllabus if not on Canvas
- Lesson plan (if available)
- Suggested substitutes
- Can substitute contact you?

With advance notice, the office will try to arrange for a qualified substitute to cover the class meeting for you. Graduate student substitutes will receive a small stipend. If you're in a position to help identify a qualified substitute, please do so. If you are in a position to serve as a qualified substitute, please do so. We want our undergraduates to be able to count on their classes happening as scheduled. The more promptly you inform us about anticipated absences, the better our chances of finding a suitable substitute.

If cancelling class is unavoidable because a substitute cannot be found, please provide a make-up session or other compensation for missed class time, such as extended office hours or individual conferences with students to discuss written work in progress.